



The Flourish Federation
JOB DESCRIPTION
 MDMS & LUNCHTIME ACTIVITIES

1	Purpose of Job
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Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

2	Principal Accountabilities
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- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain the safety and wellbeing of all pupils.
- Ensure pupils eating meals are seated in an orderly fashion to maintain the safety and wellbeing of pupils.
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing (this may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs)
- Ensure plates etc. are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for further sittings.
- Assist in collecting pupils and escorting to hall/playground and supervise school areas used by pupils at mealtime to ensure safety and appropriate behaviour is observed at all times.
- Operate, where applicable, a first aid service during mealtime to deal with any accidents that occur safely and quickly.
- To care and nurture our little people's well-being and social skills.
- To make activities fun and engaging so children enjoy their lunch break.
- Observe and follow all federation policies and practices to maintain the ethos and vision of the federation.
- Supervise and lead lunchtime play activities.

3	Person Specification
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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

Qualifications	<ul style="list-style-type: none"> • You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications. • First Aid qualification would be an advantage.
Experience	<ul style="list-style-type: none"> • None. • Previous experience of working with children would be an advantage.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities. • Ability to recognise and deal with emergency situations. • Responsible for the safe use of equipment. • Remaining calm when under pressure. • Ability to show empathy and engage with children in a positive manner.
Knowledge	<ul style="list-style-type: none"> • Requires knowledge of federation procedures for supervision of pupils during midday break and lunchtime activities where applicable.

Footnote: This job Description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.