

**Job Description Meals Supervisor**

**Name:**

**Grade: Kent Range 3**

**Responsible to: Line Manager**

**Purpose of the Job:**

Supervise the pupils during the mealtime period to minimise any disruption, ensure their

wellbeing and maintain their safety. To support pupils in developing positive friendships

and make healthy choices.

**Key duties and responsibilities:**

1. Put out tables (where applicable) and set with cutlery and beakers in time for the

mealtime period to ensure there are sufficient settings for the number of pupils eating

that day.

2. Ensure pupils enter the dining room in a safe and orderly fashion and behave

appropriately when queuing for their meal in order to maintain safety and wellbeing

of all pupils.

3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and

wellbeing of the pupils.

(This may include checking that pupils have a drink and that sufficient amounts of

their meal have been eaten).

4. Clean and tidy equipment at the end of each session.

5. 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).

6. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a

clean and tidy environment and to free up space for any further sittings where

applicable.

7. Ensure once meals are finished that the dining area is wiped down, etc., and is left in

a clean and tidy manner to maintain a clean and tidy environment.

8. Assist in collecting pupils from their collection point and escort to hall/classroom or

patrol and supervise school areas used by the pupils at mealtimes, to ensure safety

and appropriate behaviour is observed, as applicable.

9. Operate, where applicable, a first aid service, during the mealtime to deal with any

accidents that occur safely and quickly.

10. Support the school’s behaviour system in your approach to incidents and make sure significant incidents are communicated to the appropriate member of staff.

11. Support pupils to resolve friendship issues at playtime through a calm, nonjudgmental approach.

**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.**

**Kent County Council**

**Person Specification: Mid Day Supervisor**

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.

**CRITERIA**

**QUALIFICATIONS**

You will not need previous specific experience or qualifications.

Recent school leaves will have evidence of basic educational

achievements or qualifications.

Safeguarding training will need to be undertaken annuallyfacilitated by the school.

First Aid qualification would be an advantage.

Team teach (positive handling) would be an advantage.

**EXPERIENCE**

Previous experience of working with children would be an

advantage

**SKILLS AND ABILITIES**

Ability to Communicate with pupils during midday breaks

e.g., to encourage healthy meal selection, oversee play

activities.

Coaching skills to support pupil conflict and enable them to

come to a resolve.

Ability to recognise and deal with emergency situations.

May require knowledge if responsible for the safe use of

playtime equipment.

**KNOWLEDGE**

Requires knowledge of school procedures for supervision of

pupils during midday break and lunchtime activities where applicable