

JOB DESCRIPTION

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| **Job Title:** | Midday Meals Supervisor |
| **SALARY:** | KR 3 £19,293 (pro-rata pa)  6.66 hrs per week  38 weeks per year |
| **Responsible to:** | MMS Senior Supervisor |

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**PURPOSE OF JOB**

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

**PRINCIPLE ACCOUNTABILITIES**

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| 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. |
| 1. 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. |
| 1. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. |
| 1. 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). |
| 1. 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. |
| 1. 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. |
| 1. Assist in collecting pupils from 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. |
| 1. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly. |

**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.