

**Claremont Primary School**

**Job Description:** Midday Meals Supervisor

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School: Claremont Primary School

School Post: Midday Meals Supervisor (MDMS)

Responsible to: School Business Manager

Pay Scale: - KR 3 (Term Time only- 38 weeks)

Part time: 2 hours per day as a minimum

**Main Duties and Responsibilities**

1. Responsibility to the Midday Meal Supervisor Lead for the support and supervision of children throughout the lunchtime session.
2. Assist all pupils, as required, during the lunch session to ensure their wellbeing, include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs whilst in the dinner hall. To also support CDC in the cleaning down of tables between settings and ensuring pupils take responsibility for clearing their trays, plates and cutlery.
3. Provide a range of appropriate creative, stimulating and fun activities at lunchtimes, which are physically active, including the setting up of equipment for these activities using the resources within the school. Report any damages re-equipment to the School Business Manager and ensure all equipment used is returned appropriately at the end of every session.
4. Organise and maintain effective zoning of the playground in order to cater for a wide variety of differing needs, creating a playground environment inclusive of all children.
5. Support the development of the school’s Positive Behaviour Policy and ensure that it is implemented effectively, promoting good behaviour at all times.
6. Deal with any First Aid as necessary by signposting children to the designated First Aider on the playground. Maintain the First-Aid record books as guided by the lead first aider and/or Admin team.
7. Remain alert to issues of Health and Safety showing initiative to minimise risk to children and report any concerns to the School Business Manager by completing a Red Health & Safety recording form.
8. Check to see that all children return to the classrooms at the end of lunchtime, reporting any incidents to their class teachers or teaching partners.
9. Proactively engage in all training and appraisal processes to continually develop own skills and knowledge.