



St. Ethelbert's Catholic Primary School

Midday Meals Supervisor Job Description

'High Expectations for all, in the Light of Christ'

Inclusion

Thoughtfulness

Knowledge

St Ethelbert's Catholic Primary School and Nursery is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Kent Pay Scale 3 pro rata

Hours: 5 hours per week (1 hour per day: 12.00-13.00pm)

Contract type: Term Time

Reporting to: School Manager/PA

Responsible for: Headteacher

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area/hall if necessary
- Manage pupils' entrance and exit from the lunch area in an orderly manner

- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Attend staff training when required

Wider contribution

- Attend and assist at school events e.g. parents' evenings, festivals, Summer and Christmas fairs.
- Running an after-school club

This is not an expectation, however, if you have had the opportunity to demonstrate wider contribution this will be assessed as part of your appraisal.

If not, overall assessment under Total Contribution Pay will not be adversely affected.

The Midday Meals Supervisor will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Midday Meal Supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.