

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Job Title Midday Meals Supervisor

Responsible to: Headteacher

Purpose of the Job

To supervise pupils during the lunchtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

NB: Precise duties will vary according to type of school

Duties and Responsibilities

- Supervise pupils in the dining areas, playgrounds or other parts of the school premises.
- 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.
- 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.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the 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.
- Supervise the clearing of plates, cutlery etc into the appropriate area to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
- Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner.

- Assist with associated ancillary duties (e.g. cleaning up spillages).
- Engage children in developmental play in the playground (where appropriate).
- Behave in a proactive way, to ensure that play / socialising is undertaken sensibly and safely at all times, ensuring good standards of behaviour by the pupils are maintained.
- Assist in dealing with problems arising from unruly or inappropriate behaviour and report such matters to the appropriate member of staff (removed this SLT or Class Teacher).
- 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.
- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
- Ensure school security regulations are upheld.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipated changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

Midday Meals Supervisor

Person Specification

	Essential	Desirable
First Aid Qualification		*
Previous experience of working with children		*
Good verbal and written communication skills	*	
Ability to recognise and deal with emergency situations	*	
Polite and cheerful team member.	*	