

**Mid Day Meals Supervisor**

**Kent range 3**

**Job description**

. **Purpose of the Job:**

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

**Key duties and responsibilities:**

|  |
| --- |
| 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. This includes checking that pupils have or are provided with a drink and/or that sufficient amounts of their meal has been eaten. |
| 1. Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This will include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs. |
| 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 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. Accidents are to be recorded accurately and procedures followed as per the school’s accident policy. 2. Supervise the children during their lunchbreaks outside of the dinner hall eg. Playground or on the field to ensure their safety. 3. Encourage the social skills of all children by guiding them in their play activities. 4. Follow the school’s behaviour policy. 5. Model the school values of achieve, love and respect in all interactions with other members of the school community and encourage children to do the same. |

Person Specification: Midday Supervisor

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **QUALIFICATIONS** | You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.  First Aid qualification would be an advantage |
| **EXPERIENCE** | None  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 eating & oversee play activities.  Ability to recognise and deal with emergency situations.  Accuracy in writing accident reports.  May require knowledge to enable the post holder be responsible for the safe use of equipment. |
| **KNOWLEDGE** | Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.  Awareness of the school’s behaviour policy, first aid policy & accident policy. |

Signed: Date: