**MIDDAY** **MEALS** **SUPERVISOR** **-** **JOB** **DESCRIPTION** **2024-25**

**Report** **to:** School Business Manager/Deputy Headteacher

**Salary** **Scale:** KR3 (Pro Rata)

Monday to Friday, term time only

 **Hours** 11:40-13:00

# PURPOSE OF THE POST:

As part of a team of midday supervisors, to assist in the supervision of pupils in a given area of the school during the mid-day break. Duties include responsibility for the supervision, health and safety and orderly conduct of pupils taking a school meal, supervision of playgrounds and reporting of playground issues and incidents during the mid-day break.

Sandwich Junior School is committed to a safe culture, enabling all children to feel respected, cared for and safe whilst in our care.

# Main Duties and Responsibilities:

* Assist with the maintenance of a calm and orderly lunch time in the lunch area and around the school
* Follow school policy and procedures to record and report incidents, accidents and safeguarding concerns
* Administer basic first aid, when necessary
* Observe and apply the schools health and safety policy in the supervision of pupils
* Work co-operatively with all staff to manage mixed ability groups across the 1 hour lunch period
* Attend to the personal care needs of pupils during the mid-day break (i.e. minor accidents)
* Maintain absolute discretion and confidentiality with regards to all sensitive and personal information

# Dining Hall

* Supervise and support pupils who are taking a school meal eg, help with choosing and cutting food, encouragement to eat, awareness of table manners
* Assist with receiving and directing pupils in the dining area
* Supervise food trolleys and the return of plates, cutlery and cups
* Clear tables and clean floors where food has been dropped
* Guide children into eating and drinking healthily

# Playground

* Supervise pupils in the playground and their use of toilets and deal with any incidents which might arise in line with the school’s Behaviour Policy
* Organise games and activities and motivate pupils during the lunchtime break
* Maintain vigilance and security in the school playground and perimeter fencing, reporting any concerns as appropriate
* Manage the use of equipment, for games and other activities, at lunchtime in line with school health and safety policy

# School Premises

* Supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather
* Ensure that, when classrooms are used during the midday break because of inclement weather that the children are gainfully occupied and that the classroom is left tidy, ready for the afternoon session

# Other

* Participate in meetings and training as part of development and team building as necessary, which may be outside normal working hours
* Support Sandwich Junior School’s vision and policies, particularly in relation to Equal Opportunities, Inclusion, Health & Safety, Child Protection and Safeguarding
* Raise awareness and promote the universal rights of the child throughout the school community to support the maintenance of accreditation as a Rights Respecting School
* Take part in Sandwich Junior School appraisal cycle
* Undertake any other duties consistent with the purpose of the job

Postholder:

Headteacher:

January 2025

**Person** **Specification** **– Sandwich Junior School**

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| **Midday** **Meals** **Supervisor** |  |  |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| A minimum of 3 GCSEs at grades A\*-C including English & Maths |  | **X** |
| Current First Aid Qualification |  | **X** |
| **Experience** |  |  |
| Experience of supervising pupils (individuals or groups) in a primary school setting |  | **X** |
| Experience of administering first aid |  | **X** |
| **Skills** **and** **Abilities** |  |  |
| Good spoken and written English | **X** |  |
| Willingness and ability to understand and follow instructions from the Line Manager, Senior Midday Supervisor and other staff as it applies to the role | **X** |  |
| The ability to form good relationships with pupils and members of staff | **X** |  |
| Ability to judge when advice/assistance is needed to meet pupil’s needs and to react calmly and quickly in any emergency | **X** |  |
| Ability to liaise with parents in a professional manner observing the boundaries of the role and respecting confidential information. | **X** |  |
| **Knowledge** **and** **Understanding** |  |  |
| An understanding of the educational, social and welfare needs of pupils in the midday break and the importance of the meal and break as a social and educational occasion | **X** |  |
| **Personal** **attributes** |  |  |
| A commitment to and willingness to support Sandwich Junior School policies and procedures including Health & Safety, Equal Opportunities, Child Protection and Safeguarding and pupil’s disciplinary provisions | **X** |  |
| A clear DBS enhanced disclosure | **X** |  |