Sandling Primary School

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| **Job Description**  **Hall Midday Meal Supervisor** |

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| **JOB Title** | Hall Midday Meal Supervisor |
| **Pay grade** | KR3 |
| **Hours** | 1.75 hours per day (12:00 – 13:45)  Three days a week (Monday – Wednesday)  term time only. |
| **DATE** |  |

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| **Summary of Job:**  Supervise the pupils in the dining hall during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety. |
| **Outline of Main Duties:**   1. To seat children in groups of 8 at appropriate tables |
| 1. Ensure pupils behave in a safe and orderly fashion whilst in the dining hall, including when queuing for their meal, in order to maintain safety and wellbeing of all pupils, using the schools’ behaviour policy. |
| 1. Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This includes providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs. |
| 1. Encourage children to eat all, or the vast majority, of their meal to maintain the safety and wellbeing of the pupils. To inform the Lead MDMS if a child is reluctant to complete their meal. |
| 1. Ensure pupils clear tables in an appropriate manner using the tidy trolley correctly. Supporting children who need assistance. |
| 1. To maintain a clean and tidy environment including wiping tables and benches and ensuring the floor is hazard free throughout, to free up space for further sittings. |
| 1. Clean and tidy tables at the end of each session. Assist Kitchen staff with putting tables and benches away. Sweep & mop the hall floor. |
| 1. Support with ensuring that pupils’ dietary requirements are met. |
| **Staff Supervised by the Job Holder:**  None |

Signed ……………………………………………. Date ………………….