

# Holy Family Catholic Primary School



## **Job Description and Personal Specification – Midday Meals Supervisor**

**Start Date:** 01.09.25

**Pay Rate:** **KSA** for 6.25hrs per week (1.25hrs per day)

### **General Duties**

- To supervise and care for pupils during their lunch break, ensuring their safety and welfare.
- To help develop good eating habits.
- To work as part of a team to ensure consistency and effectiveness, contributing to the positive ethos and environment of the school
- To follow the school's behaviour policy in encouraging good behaviour and addressing any poor behaviour.
- To adhere to the need of confidentiality at all times
- To report any safeguarding concerns in line with school policy.

### **Lunch Hall Duties**

- To assist with setting up/putting away tables and benches and pouring drinks.
- To assist in clearing away after meals, wiping tables and benches.
- To follow the established procedures in directing pupils to collect food and return trays, cutlery and cups.
- To clean up food and water spillages on tables and floors.
- To help pupils with skills such as cutting food, using cutlery correctly and eating correctly as they learn social interaction at meal times.
- To help pupils with lunchboxes to manage their food i.e. opening crisp packets, drinks, peeling fruit etc.
- To inform class teachers if pack lunchboxes contain any items that are not part of school policy i.e. fizzy drinks, nuts etc.