



Dartford Bridge Community Primary School - Job Description

Post Title: Midday Meals Supervisor

School: Dartford Bridge Community Primary School

Contract Type: Permanent

Contract Hours: 7.5 hours per week

Working Pattern: Monday – Friday – Term time only

Grade: KSA

Salary: insert FTE and pro-rated salary (HR will do this)

Position Start Date: As soon as possible

Advert Closing Date (*We reserve the right to close adverts earlier than the closing date*): 08th July 2025

Interview Date: 11th July 2025

Responsible to: Headteacher

Responsible, under the direction of the Headteacher, for securing the safety, welfare and good behaviour and conduct of pupils during the midday break period, in accordance with the Vision, Aims of the school, Curriculum Statement and School Prospectus.

Duties and Responsibilities:

Each Midday Supervisor will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Midday Supervisor looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of responsibility are the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times appropriately following the school's behaviour systems.

The Midday Supervisor must be aware of how to access the first aid equipment, the telephone, and the fire evacuation procedures in the event of it not being possible to contact, in an emergency, Headteacher.

Specific responsibilities include:

Supervision of dining areas:

- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- Assist as required to relieve any 'bottle neck' whilst pupils queue.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- See that trays, plates and cutlery are not left in dangerous positions, and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.

Supervision of outside areas:



- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained and the school behaviour policy systems are followed.
- Actively engage with the children e.g. games, conversations.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Head of School. This job description does not form part of the contract of employment. It describes the way the Midday Supervisor is expected and required to perform and complete the particular duties set out above.

Name.....

Signed..... Date.....

Person Specification

	Essential	Desirable
Qualifications	None required	<p>Previous experience of working in a similar role in a school</p> <p>Previous experience of leading play activities for groups of children</p>
Experience		
Knowledge and understanding	<p>Understand the importance of safeguarding children</p> <p>Understand the importance of maintaining a safe and healthy environment in school</p> <p>Understand the importance of following school procedures and policies</p> <p>Understand the value of active playtimes for children</p>	
Skills	<p>Be able to deal with emergencies and problems in a positive and systematic manner</p> <p>Able to apply effective behaviour management strategies</p> <p>Able to communicate effectively with pupils and staff</p> <p>Able to work effectively as part of a team</p>	First Aid qualification
Personal characteristics	<p>Energetic</p> <p>Enthusiastic</p> <p>Hard working</p> <p>Practical</p> <p>Reliable</p> <p>Adaptable</p>	