

Midday Meal Supervisor Tunbridge Wells Site

School Mission: Children and young people at the heart of all we do.

School Ethos: Work Hard, Be Kind, Have Fun, Stay Safe.

Hours: 12.5 hours per week, 11.30am – 2pm, Monday to Friday, Term Time Only

Reporting to: A member of the Leadership Team

Pay Range: Kent Scheme A - £24,513 (FTE)

Job Description

A Midday Meal Supervisor is required to join our friendly and supportive team for 10 hours per week to supervise during the lunch break in the school hall and on the playground.

- Set up the dining hall by setting up tables, chairs, laying placemats, cutlery and associated items.
- Supervise and assist the pupils throughout the mealtime period to ensure their wellbeing and maintain their safety.
- Support pupils in entering the dining room calmly and safely and encourage respectful queuing to help ensure everyone's safety and wellbeing.
- Encourage pupils to stay seated in an orderly way while eating to help maintain a safe and comfortable environment for everyone
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with any spillages, cutting up food and caring for pupils' personal needs including checking that sufficient amount of their meal has been eaten).
- Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment.
- Ensure once meals are finished that the dining mats are wiped down, floor cleared, swept and mopped and the dining hall is left in a clean and tidy manner, working with other Midday meal Supervisors.
- Ensure bins are emptied and cleaned, aprons washed, and baskets cleaned and replenished.
- Alert relevant staff that a first aid service is needed during mealtimes, to enable them to deal safely and quickly with any accidents that might occur.
- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.



Person Specification

[illegible]

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service (DBS) to KCCs satisfaction. Oakley School is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

Oakley School is committed to safeguarding children and young people, a commitment we expect all staff to share and uphold.