



# Wentworth

## Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQH  
Deputy Headteacher: Miss E Cooper Bsc, PGCE

### Job Description

#### Midday Meals Supervisor

**Grade: KSA**

**6.25 hours per week – term time only 38 weeks per year**

**Excluding INSET days**

#### Summary of Job:

To supervise and help the pupils during mealtimes and outside, to ensure their wellbeing and maintain their safety.

#### Outline of Main Duties:

Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.

Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Check that pupils have or are provided with a drink.

Assist the pupils, as necessary, during the meal break e.g. open yoghurts, cartons etc.

Help with spillages, cutting up food and caring for pupils' personal needs.

Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment.

Working with other supervisors, patrol and supervise playground or field to ensure safety and appropriate behaviour is observed. In the event of inclement weather at lunchtime, supervision will be within the classrooms and other areas in the school building.

Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451

Email: [Headteacher@wentworthonline.co.uk](mailto:Headteacher@wentworthonline.co.uk)

Website: [www.wentworthonline.co.uk](http://www.wentworthonline.co.uk)



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To interact in a positive manner to support children and arbitrate in minor incidents of conflict. To mediate both sides of the argument and to treat each case individually and fairly.

To report any issues regarding Health and Safety or serious misbehaviour to either Class Teacher, Departmental Head or Head Teacher.

Operate a first aid service (training will be given) during the mealtime to deal with any accidents that occur safely and quickly.

Other related duties as required.

**Signature of Post holder:**

**Date:**

**Signature of Headteacher:**



**Date:**



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