**St William of Perth**

**Midday Meal Supervisor Job description**

**Our Mission Statement**

 *St William of Perth aims to nourish the growth of all its members as persons illuminated by the light of Christ as our Catholic values permeate all aspects of school life. Our mission is to provide a quality education where high standards of attainment and behaviour are expected. We encourage all our pupils to develop as life-long learners as they strive to reach their full physical, intellectual and social potential.*

**Purpose of the Job**

Midday Meal supervisor to be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break. To be a member of a team led by the Senior Midday Supervisor under the direction of the Headteacher.

**Main Responsibilities**

To maintain order and the safe transfer of pupils to and from the dining area.

To positively encourage good behaviour and table manners and hygiene.

To assist younger pupils where necessary whilst they are taking a meal.

To actively supervise the dining room procedures:-

- assisting with the service at the table

- training children in the correct use of cutlery

- clearing and stacking table equipment and serving dishes

- wiping and re-setting tables if necessary

- cleaning up food and water spillages on tables and floors

To report to the Headteacher in the case of absence due to illness.

To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Headteacher.

Be responsible for organising play activities in the playground / field or indoors if a wet playtime.

To liaise with the Headteacher and senior teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.

To contribute as a member of a team to the Catholic ethos and environment of the school.

To adhere to the need for confidentiality at all times.

To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

To develop independence amongst children of all ages.

Date of issue:

Signature of Post holder

Signature of Headteacher