

Rusthall St Paul's CE Primary School

Job Title: Midday Meals Supervisor

Reports to: Senior Leadership Team

Job Holder's Name: Location: Across the school R-KS2

PURPOSE OF THE JOB

As part of a team of Midday Supervisors to be responsible for the supervision and maintain positive behaviour of pupils in a given area of the school during the midday break. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings or on the playground during the midday break.

MAIN DUTIES

To supervise and maintain positive behaviour of pupils during the midday break, in the dining hall, about the school premises and in play areas.

To assist and direct pupils in the dining areas and elsewhere, dealing with incidents of unacceptable behaviour and referring matters to the Senior Leadership Team when necessary.

To assist as directed with the maintenance of orderly arrangements both for taking of the school meal and the use of the buildings and other areas by pupils.

To assist as directed with arrangements for the administration of the taking of the school meal (including, if appropriate the handling of cutlery, plates or other equipment); and to support the school's policies regarding school meals provision (i.e. healthy eating, ethnic meals etc.)

At all times to carry out responsibilities/duties with due regard to the Schools equal opportunities employment policy.

To organise play activities as directed by the Senior Midday meals supervisor.

To administer first aid where necessary and subject to suitable qualification.

To have due regard for the school's health and safety guidelines.

To follow the school's procedures for safeguarding pupils.

Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.