



Flourish Together Federation

Job Description

Role: Midday Meal Supervisor

Hours: 1 hour per day (Monday–Friday, term time only)

Reports to: Head of School

Start date: ASAP

Purpose of the role

To ensure children have a safe, calm and positive experience during their lunch break by supervising in the dining hall and supporting them with routine lunchtime tasks.

Key duties

- Supervise children in the hall during lunchtime, promoting good behaviour and positive social interaction
- Support children with practical needs such as opening packets, bottles and lunch items
- Clean and wipe tables between sittings and at the end of lunch
- Sweep / spot-clean floors in the dining area as required
- Follow school health, safety and safeguarding procedures at all times
- Communicate concerns or incidents to senior staff promptly
- Provide basic first aid support when needed (training will be provided)
- Undertake any other reasonable duties linked to the role as directed

Essential requirements

- First Aid training or willingness to complete training (paid for by school)
- Reliable, punctual and able to work every lunchtime
- Calm, patient and able to work with young children
- Able to follow instructions and work as part of a team
- Committed to safeguarding and promoting the welfare of children

Desirable

- Previous experience working with children
- Experience in a school setting or similar supervisory role

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Follow all school policies and procedures, including those relating to safeguarding, data protection, and confidentiality.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher and/or Head of School to carry out appropriate duties within the context of the job, skills and grade.

Safeguarding Statement

The Flourish Together Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references.