



Job Description

Job Title: Midday Meals Supervisor

Salary: Actual Salary £4,213pa

Hours 7.5 hours per week – 11.35am – 1:05pm Monday to Friday (Term Time – 38 weeks)

Job Purpose

In your role as Midday Supervisor, you will be asked to work as part of a team to ensure the safety, welfare and good conduct of pupils during the midday break. You will promote lunch break as an opportunity to extend the curriculum and make it a positive play-centred learning experience.

Professional Duties

- To be responsible for supervision of children in the dining hall, cloakrooms, playground, play equipment and classrooms, during wet lunchtime. You may also be required to undertake first aid duties as a trained first aider.
- Ensure a calm and positive environment is maintained for all children.
- To encourage children to eat with courtesy and good manners.
- To deal with spills and breakages.
- To be a positive role model for children by leading by example.
- To interact and play with children, and build a positive and caring relationship with the children.
- To encourage independence and responsibility in children.
- To move around the outside areas to ensure all children remain visible.
- Monitor the safe use of play equipment.
- Undertake a visual check of the playground, playing field and play equipment for any health and safety issues.
- Reinforce positive behavior choices.
- To ensure the hall is clean and ready for the afternoon sessions

Person Specification

We are looking for a successful candidate who demonstrates a range of the following attributes:

- An ability to use initiative to deal with any issues that arise and adapt to situations accordingly
- A keen interest in learning and a willingness to engage in training
- A warm rapport with children
- A high level of motivation, enthusiasm and a positive attitude
- Good interpersonal skills enabling effective communication with children and colleagues
- An awareness of how to ensure the safeguarding of our children
- A capacity to show initiative when encouraging children to engage in play activities
- A positive rapport with colleagues and children

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding

Wilmington Primary School is committed to the safeguarding of all our young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Governing Body to ensure the safety of all young persons within its care.

The application process

The deadline for applications **Midnight Wednesday 26th November 2025** and interviews expected to take place shortly afterwards. Early applications are encouraged as eligible candidates will be invited to the interview stage on a rolling basis and we may appoint before the stated closing date.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
An enhanced DBS check will be required for the successful candidate.***