

Job Title: Midday Supervisor

Grade: KSA* (previously KR3)

Responsible to: School Business Manager and Headteacher

Purpose of the Role

To supervise pupils during the mealtime period, ensuring their safety, wellbeing, and minimising disruption.

Key Responsibilities

- Prepare and set up tables with cutlery and beakers before mealtime.
 - Ensure pupils enter the dining area safely and behave appropriately while queuing.
 - Supervise pupils during meals, ensuring they are seated properly and eat sufficient portions.
 - Assist pupils as needed (e.g., providing drinks, helping with spillages, cutting food).
 - Clear plates and maintain a clean, tidy dining environment.
 - Wipe down and clean dining areas after meals.
 - Escort pupils to and from collection points or supervise designated areas during mealtime.
 - Provide first aid during mealtime if required.
 - Ensure health and safety is adhered to especially in relation to food hygiene and allergy awareness
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Person Specification

Qualifications:

- No specific qualifications required; basic educational achievements expected.
- First Aid and food hygiene qualification is an advantage.

Experience:

- No prior experience required; experience working with children is beneficial.

Skills and Abilities:

- Good communication skills to engage with pupils and encourage healthy choices.
- Ability to handle emergency situations calmly.
- May need to manage small sums of cash and use equipment safely.

Knowledge:

- Understanding of school procedures for pupil supervision during lunch breaks.