



**1 Worrall Drive, Wouldham Kent ME1 3GE**  
**Telephone: 01634 861434 Email: office@wouldham.kent.sch.uk**

**Headteacher : Mrs Victoria Baldwin BSc (Hons) NPQH**

## **Job Description – Midday Meals Supervisor**

**Hours:** 5 hours per week, Monday-Friday, Term Time only (there may be opportunities for further hours by mutual agreement)

**Purpose:** To work under the direction of the leadership team and senior lunchtime staff members to organise and manage supervision and activities for pupils during the school lunch period

**Responsibilities:**

- Provide care and support for pupils during the lunchtime period to ensure a positive experience is maintained
- Attend training to support the health, safety and welfare of our pupils
- Organise activities to enrich high quality play opportunities for all pupils
- Layout resources and help encourage the children to tidy them away appropriately
- Manage behaviour in line with the school's Behaviour Policy
- Operate, where applicable, a first aid service to deal with any accidents that occur safely and quickly
- Any other reasonable activity that is required under the direction of the leadership team

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.