

JOB DESCRIPTION MIDDAY MEALS SUPERVISOR

“The Catholic school should be a living embodiment of an ideal and a faith; it should demonstrate a way of life; it should be a witness to society. It should practice what it preaches about the dignity and worth of the individual. “

Cardinal Basil Hume

Responsible to: The Headteacher

SALARY GRADE: E2

JOB SUMMARY

To ensure the safety, welfare and good conduct of pupils during the midday break.

ACCOUNTABILITY

1. Supervise pupils in the dining areas, playgrounds or other parts of the school premises.
2. Ensure that good standards of behaviour are maintained, assisting in dealing with problems arising from unruly behaviour, reporting such matters to the Headteacher or teacher in charge.
3. Assist with associated ancillary duties e.g. cleaning up spillages, ensuring tables are clean etc.
4. Ensure school security regulations are upheld.
5. Provide welfare support to pupils, including administering First Aid duties, depending on training.
6. Engage children in developmental play in the playground.
7. Be responsible for promoting and safeguarding the welfare of children s/he is responsible for or comes into contact with.

PERSON SPECIFICATION

Good general education.

Previous experience in a caring profession.

Good interpersonal skills.

ORGANISATION

The postholder is responsible to the Headteacher.

The postholder has no direct responsibility for staff.

The postholder will be required to communicate on a daily basis with pupils and staff.

FINANCIAL ACCOUNTABILITIES

The postholder has no financial responsibilities.

WORKING ENVIRONMENT

The post is based within the school buildings.

Post Holder Signed:

Date:

Post Holder Print:

Signed Headteacher:

Date:

Headteacher Name: