

JOB DESCRIPTION	
JOB TITLE	Midday Meals Supervisor
GRADE	APLa
REPORTS TO	Headteacher/SLT
DATE	MAY 2026

Main Purpose

To supervise pupils and the school environment during the midday break, ensuring a safe, positive, and well-organised setting where pupils can eat, play, and socialise.

Key Responsibilities

Supervision

- Supervise pupils in the dining hall, playground, and classrooms (wet play).
- Encourage pupils to eat and report concerns about eating or wellbeing to class teachers.

Organisation

- Set up and clear away dining equipment.
- Manage pupils' movement into and out of the dining area.
- Maintain cleanliness, including clearing spillages.

Health and Safety

- Monitor safety and address risks promptly.
- Provide basic first aid and report/record incidents.
- Support pupils with medical or dietary needs and promote healthy eating.

Behaviour

- Promote positive behaviour and respond to incidents in line with school policy.
- Encourage pupils to tidy up and use equipment responsibly.

Play

- Encourage inclusive play and safe use of equipment.
- Support positive interactions and resolve minor conflicts.

Safeguarding

- Ensure pupils remain on site and are safe at all times.
- Report any safeguarding or visitor concerns in line with procedures.

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General Duties

- Follow school policies and procedures.
- Attend training as required.
- Contribute to safeguarding and the wellbeing of all pupils.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification: Midday Meals Supervisor

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- Experience working with children
- Clear and calm communication skills
- Ability to manage behaviour positively
- Able to work as part of a team and follow procedures
- Observant and responsive to pupils' needs
- Basic understanding of health & safety and safeguarding
- Friendly, patient, reliable, and calm under pressure

Desirable

- Experience in a school setting
- Basic first aid knowledge or willingness to train

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: