

**JOB TITLE:** **Midday Meals Supervisor**

**Kent Range 3 (Term-time only)**

**ACCOUNTABLE TO: Business Manager**

**JOB PURPOSE:**

Supervise students during the mealtime period to minimize any disruption, ensure their wellbeing and maintain their safety.

**KEY RESPONSIBILITIES**

* Ensure students enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meals in order to maintain safety and wellbeing of all students
* Ensure students eating meals are seated in an orderly fashion to maintain safety and wellbeing of the students
* Assist students, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, cutting up food, and caring for students’ personal needs. This will depend on the needs of the students.
* Ensure plates, etc, are cleared from the tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
* Ensure once meals are finished that the dining area is wiped down, etc, and is left in a clean and tidy manner to maintain a clean and tidy environment.
* Patrol and supervise school areas used by the students at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable
* Operate, where applicable, a first aid service, to deal with any accidents that occur safely and quickly.

**Safeguarding**

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed…………………………………………………………….. date……………………….

Signed…………………………………………………………….. date…………………………

Headteacher