



## Job Description

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### Midday Meals Supervisor

**Grade:** Kent Range 2 (0.1 FTE)

**Hours:** 5 hours per week

**Weeks:** Term-time only (38 weeks)

**Salary:** £15627 (pro rata)

**Reporting to:** Headteacher

**Working hours:** 1 hour per day

**Based at:** Primarily based at The Oaks Infant School. Travel between Trust sites may be required

**This is a permanent position** (subject to a 6 month probationary period)

#### Purpose of the job

- Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety

#### Key duties and responsibilities

- Put out tables (where applicable) and set with cutlery and beakers in time for the mealtime period to ensure there are enough settings for the number of pupils eating that day.
- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal to maintain safety and wellbeing of all pupils.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. (Depending on the type of school, this may include checking that pupils have or are provided with a drink and/or that enough amounts of their meal has been eaten).
- Where applicable prepare hot or cold meals based on agreed menus, clean and tidy equipment at the end of each session.
- Assist the pupils, 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 pupils' personal needs. This will depend on the type of school).
- Ensure plates, etc, are cleared from 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.
- Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do

Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work

Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children

Any other work requested by, and deemed appropriate by, strategic leaders

#### This role is subject to an enhanced DBS check

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post



## Person Specification

### Midday Meals Supervisor

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li>You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification would be an advantage</li> </ul>
Experience	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working with children would be an advantage</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Able to communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities</li> <li>Able to recognise and deal with emergency situations</li> <li>Able to form effective working relationships needed for the job</li> <li>Able to communicate with others courteously and in an acceptable manner</li> <li>Able to keep work-related issues and discussions confidential</li> <li>May need to be able to handle small sums of cash</li> <li>May require knowledge to enable the post holder to be responsible for the safe use of equipment</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>Good time keeping and attendance</li> <li>Appropriate levels of personal presentation</li> <li>Positive/can do approach</li> <li>Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> </ul>	
Values	<ul style="list-style-type: none"> <li>Commitment to school's aims and values</li> <li>Commitment to continuous personal development</li> <li>Honest and reliable, displays integrity and commitment to the Trust</li> <li>Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li> </ul>	