

# Job Description

---

## Midday Meals Supervisor 1:1

**Grade:** Kent Range 2

**Hours:** 6.25 hours per week

**Weeks:** Term Time only (38 weeks)

**Salary:** National Minimum Wage (Pay review pending)

**Working Hours:** 1 hour and 15 minutes Monday to Friday

**Based at:** Primarily Based at Minterne Junior School. Travel between Trust sites may be required

**This is a temporary position** (subject to a six months' probationary period)

### Purpose of the job

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

NB: Precise duties will vary according to type of school

### Key duties and responsibilities

- Plan, resource and play games, to provide engaging activities for the pupil.
- Ensure the health or medical needs are met according to their Health Care plan and Educational Health Care Plan.
- Select and organise the cutlery and beaker in time for the mealtime period.
- Ensure the pupil enters the dining room in a safe and orderly fashion and behaves appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
- Ensure the pupil eats meals and is positioned in an orderly fashion to maintain safety and wellbeing of the pupils.  
(Depending on the type of school, this may include checking that the pupil has or is provided with a drink and/or that sufficient amounts of their meal has been eaten).
- Assist the pupil, 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).
- Ensure plates, etc., are cleared from his/her table in an appropriate manner to maintain a clean and tidy environment.
- 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.
- Collect pupil from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupil 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. When appropriate, have a flexible role to work with a different child/children.
- Support the wider running of the lunchtime routine, whilst maintaining an overview for the pupils wellbeing and needs e.g. whilst the pupil is eating and does not need direct support assist other MDS with maintaining a clean environment.

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.

**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 1:1

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 leavers will have evidence of basic educational achievements or qualifications.</li> <li>First Aid qualification would be an advantage.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Previous experience of working with children</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.</li> <li>Ability to recognise and deal with emergency situations.</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>	<ul style="list-style-type: none"> <li>Knowledge of relevant policies which keep children safe in education. EG Safeguarding and Child Protection</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>“Can do” attitude and proactive approach to work</li> <li>A mature and sensitive manner</li> <li>Flexible and motivated in approach, able to adjust to the changing daily demands</li> <li>Good time keeping and attendance</li> <li>Self-motivated and pro-active</li> <li>Appropriate levels of personal presentation</li> </ul>	