

Job Description – Midday Meals Supervisor/Play Leader

General Duties

- To supervise and care for children during the lunch break, ensuring their safety and welfare and helping them to develop good eating habits.
- To work as part of a team to ensure consistency and effectiveness, contributing to the positive ethos and environment of the school.
- To follow the school's behaviour policy in encouraging good behaviour and addressing any poor behaviour.
- To play games with the children, initiating and supervising activities.
- To undertake any additional activities that have been put in place and requested by the EYFS/KS1 Leader/Head Teacher.
- To adhere to the need for confidentiality at all times.

Lunch Hall Duties

- To assist with setting up tables, laying up places (knives and forks) and pouring drinks. To assist with clearing away after meals, wiping tables and putting tables away.
- To follow the established procedures in directing children to collect food and return trays, cutlery and cups.
- To clean up food and water spillages on tables and floors.
- To help children with skills such as cutting food, using cutlery correctly and eating properly and to also develop children's skills in social interaction.
- To help children with lunchboxes to manage their food i.e. opening crisp packets, drinks, etc.
- To inform class teachers if packed lunch boxes contain items that are not part of the school's policy i.e. fizzy drinks.
- To sweep the floor after lunch and put tables away

Playground Duties

- To help children develop good social skills; playing games, taking turns and caring for one another.
- To be actively involved in the children's play; leading and organising games and activities.

- To escort children to and from the toilets, ensuring they are not left unsupervised in school.
- To ensure children are playing safely.
- To deal with First Aid matters or to report them to a First Aider.
- To lead children back into class, ensuring children are sensible and calm, ready for their afternoon learning.