

# Garlinge Primary School and Nursery

## JOB DESCRIPTION

Job Title:	<b>Midday Meals Supervisor</b>
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### **Purpose of Job:**

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

### **Main Duties:**

To wear the appropriate protective clothing provided by the school.

To collect any lunch boxes for pupils from the school office.

To check your information tray upon arrival to collect any information and incident books.

Ensure the playground is clear of any hazards before the lunch period begins and set up any additional play equipment (toys, balls, ropes).

Assist in collecting pupils from collection point and escort to hall or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.

Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.

Ensure pupils eating meals are seated at all times in an orderly fashion to maintain safety and wellbeing of the pupils checking that pupils have or are provided with a drink and that they are encouraged to eat and try new things.

Arrange and assist with the provision of free milk to all pupils.

Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This includes providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs including toileting and sickness.

Ensure pupils clear plates, etc. 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 tables are wiped down, etc., and are left in a clean and tidy manner to maintain a clean and tidy environment.

To ensure trained medical staff are alerted of any medical emergency or incident.

To engage with the pupils in activities on the playground.

To encourage good behaviour with the aid of stickers and rewards.

To assist pupils entering the school building after the lunch period

Ensure the playground is cleared of equipment and items left by pupils at the end of the lunch period.

To sign in and out on arrival and departure of duty via the main school entrance at Westfield Road.

To participate in training to keep skills up-to-date and in line with the Behaviour Policy.

To visit the staff room on a regular basis to keep informed of personnel and school issues.

**General:**

Present the school in a positive way in the Community

Support the aims and ethos of the school, showing respect for self, each other and the environment.

Set a good example in terms of dress, punctuality, attendance and behaviour.

Attend team and staff meetings.

Undertake professional duties that may be reasonably assigned by the Line Manager/Headteacher.

Attend relevant training opportunities to enhance own working knowledge of new initiatives and practice.

To handle all sensitive and confidential matters with discretion.

To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of school policies.