



St Peter's Church of England (VC) Primary School

Job Description: Midday Meal Supervisor

Grade

Kent Range 2

Responsible to

The Headteacher and Senior Midday Meal Supervisor

Job Purpose

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

Main Duties

- Work under the direction of the Senior Midday Meals Supervisor.
- Proactively assist colleagues wherever possible.
- Ensure tables are set out correctly and that all have cutlery and beakers of water in time for the mealtime period.
- Ensure all pupils know the meal time routine and what they are required to do while in the eating area.
- 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 in the dining hall are seated in an orderly fashion. Check pupils have or are provided with a drink and sufficient amounts of their meal has been eaten. You may need to gently encourage children to eat.
- Be available to help pupils with the meal e.g. cut up food; open packets; answer questions and help clear up spillages.
- Ensure all children have had a meal, whether it is a school meal or a packed lunch.
- If a child seems distressed and you cannot ascertain why, report to the class teacher
- Ensure plates, etc. are cleared from tables in an appropriate manner to maintain a clean and tidy environment.
- Ensure that all tables are wiped down. Be proactive with this and assist wherever needed
- Control the time and rate at which pupils are free to leave the hall.
- Once hall duties are finished report for play duties.
- Understand and implement the behaviour policy, following the defined procedures to ensure all children conduct themselves in a calm, respectful and orderly fashion while allowing a reasonable level of chatter and play.
- Record any breaches of the behaviour policy and report in the prescribed way.
- On the playground supervise children to ensure play is safe, secure, fair and enjoyable. This includes stopping children who are behaving in an unsafe way e.g. climbing on furniture / walls.
- Visibly patrol the play area, to ensure all children are aware of your presence and see you are approachable.
- If the weather is wet supervise activities indoors following the same principles as above.



- Listen to the children if they come to you asking for assistance and attempt to help the situation to the best of your abilities.
- Ensure that all children have access to toileting facilities including that they are able to open the door to the toilet area
- Ensure children are supervised at the end of the lunch period. If necessary send a "time reminder" to the teaching staff.
- After suitable training, administer first aid to deal safely and quickly with any accidents that occur. If the accident is serious, send for another first aider and complete the accident book. Prior to training make a judgement call about the extent of the injury and whether a first aider is required or simply some reassurance.
- Other relevant duties as directed by the Headteacher.

It should be understood that areas of responsibility might have to be reallocated in order to maintain the effective and efficient deployment of staff within the School.

Declaration

This job description is agreed by the undersigned and will be reviewed annually or earlier if necessary. In addition it may be amended at any time after mutual consultation.