

SHEARS GREEN INFANT SCHOOL

JOB DESCRIPTION – Midday Dinner Supervisor

Kent Range 2

<u>Summary of Job:</u> Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.
<u>Outline of Main Duties:</u> 1. Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
2. 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.
3. Ensure pupils eating meals in the dining room are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
4. 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.)
5. 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.
6. 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.
7. Assist in collecting pupils from collection point and escort to classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable following instructions from Line Manager.
8. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

Holiday leave cannot be taken during term time. Appointments, etc. must be arranged outside of working hours.

Absence due to illness must be reported to the school office as early as possible so that cover can be arranged.

JOB PROFILE: M1 (Meals Supervisor posts)

SECTION II

This section to be used at Induction, Appraisal and for Personal Development Planning.

<u>Skills Required:</u> <i>A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required. Full descriptions for each level are set out in the Skills Dictionary. The skill levels build on each other so that if level 3 is required for the job, levels 1 and 2 will also be needed.</i>		
	Skills Summary (wording from Skills Dictionary)	Level
1	<u>Technical Skills and Qualification</u> <ul style="list-style-type: none">• Performance of a range of tasks connected with the job• Knowledge and skills normally gained through simple demonstration in a matter of hours• No previous experience or qualifications	1
2	<u>Operational Knowledge</u> <ul style="list-style-type: none">• Knowledge of own task/job• Knowledge of all procedures in own task/job• Knowledge of any/all common practices associated with own job	1
3	<u>Planning and Organising</u> <ul style="list-style-type: none">• Knows, understands and is able to apply the work routines in the job• Able to work within set routines• Knows where to find work instructions and documents (e.g. job sheets, health and safety guidance)• Able to complete basic time and job sheets or other basic forms required for the job• Able to recognise problems and report to supervisor	1
4	<u>Working with People</u> <ul style="list-style-type: none">• Able to establish a rapport with children/team members• Understands how to encourage and influence people to get the best from them• Understands the needs of others and able to respond accordingly	2
5	<u>Health and Safety</u> <ul style="list-style-type: none">• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none">- manual handling;- safe use of machinery and/or equipment;- COSHH ;- First Aid and Hygiene Practice;- lone working procedures and responsibilities• Able to recognise and to deal with emergency situations	2
6	<u>Equality</u> <ul style="list-style-type: none">• Understands equal opportunities and follows schools Equality policy.	1