

Viking Academy Trust



Job Description

Position: MDMS

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher:

Mjemi

Date:

Viking Academy Trust

JOB DESCRIPTION: Mid-Day Meal Supervisor

“Empower children through education: One Childhood One Chance”

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	Upton Junior School
Job Title:	Mid-day Meal Supervisor MDMS
Line Manager:	Senior MDMS / Head of School
Pay Grade:	Kent Range 3

SUMMARY OF JOB

To supervise the pupils during the mealtime period;

To minimise any disruption, ensure their wellbeing and maintain their safety within guidelines set by Every Child Matters, equality, Health & Safety and Child Protection policies.

OUTLINE OF MAIN DUTIES:

- Put out tables and benches in Hall in time for the mealtime period
- Hall supervisors to supervise pupils enter the dining room in a safe and orderly fashion, check they are seated in an orderly fashion and behave appropriately in order to maintain safety and wellbeing of all pupils.
- Plates, etc., should be cleared from tables in an appropriate manner to maintain a clean and tidy environment. Uneaten packed lunch food should be taken home.
- 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).

- Once meals are finished the dining area should be wiped down and left in a clean and tidy manner.
- Patrol and supervise school and play areas used by the pupils to ensure safety and appropriate behaviour is observed.
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- Send pupils for first aid, as needed during the lunchtime. Deal with any accidents that occur safely and quickly.
- Mediate and help to resolve any arguments which occur.
- Take an active role in mixing with the pupils

OTHER RESPONSIBILITIES

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.*

Any other task - as requested by the Head of School and which shall be deemed to fall within the general boundaries of the post**

PERFORMANCE APPRAISAL

To attend termly MDMS meetings with the Head of School and to participate in the school's annual performance review procedure.

**NB Under no circumstances should a staff member discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or Head of School.*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade*

Reviewed and amended September 2020