

**Claremont Primary School**

**Job Description:** Midday Meals Supervisor Lead Administrator and coordinator of the team

**JOB DESCRIPTION**

School: Claremont Primary School

School Post: Lead Midday Meals Supervisor

Responsible to: School Business Manager

Pay Scale: - KR 3 (Term Time only- 38 weeks)

Part time: 2 hours per week as a minimum ( in general) plus additional 2 hours for administration

**Main Duties and Responsibilities**

1. Responsibility to the School Business Manager for the support and supervision of children throughout the lunchtime session. In addition, to attend the weekly admin team meeting to understand the school diary and the lunchtime cover requirements for the weeks ahead.
2. To work closely with the Senco to fully understand individual pupil needs (dietary or behaviour); communicating as required to the whole team to ensure pupils are fully supported throughout lunch.
3. Responsibility for the creation of the MDMS Rota for each of the 6 terms to ensure adequate cover is in place across the whole lunch period. To liaise with the whole MDMS team to ensure any potential absences are fully covered from within the team and on the rare occasions where this may not be possible, ensure School Business Manager and Admin team are made fully aware in a very timely fashion.
4. Act as lead communicator between all teams (MDMS, CDC staff and Admin team) to ensure a consistent and quality provision is provided throughout the lunch period.
5. Work alongside the School Business Manager at the Termly MDMS meetings, creating the agenda, recording and circulating the minutes along with any subsequent actions. Work with the School Business Manager to fully understand the school appraisal processes with a view to train to become an appraiser in the future.
6. Assist all pupils, as required, during the lunch session to ensure their wellbeing, include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs whilst in the dinner hall. To also support CDC in the cleaning down of tables between settings and ensuring pupils take responsibility for clearing their trays, plates and cutlery.
7. Provide a range of appropriate creative, stimulating and fun activities at lunchtimes, which are physically active, including the setting up of equipment for these activities using the resources within the school. Report any damages re-equipment to the School Business Manager and ensure all equipment used is returned appropriately at the end of every session.
8. To support pupils with the development of relationships, in-line with the school’s Behaviour Policy, ensuring that it is implemented effectively to promote good behaviour at all times.
9. Deal with any First Aid issues as necessary by signposting children to the designated First Aider on the playground. Maintain the First-Aid record books as guided by the lead first aider and/or Admin team.
10. Remain alert to any issues re Health and Safety showing initiative to minimise risk to children and report any concerns to the School Business Manager by completing a Red Health & Safety recording form.
11. Check to see that all children return to the classrooms at the end of lunchtime, reporting any incidents to their class teachers or teaching partners.
12. Proactively engage in all training and appraisal processes to continually develop own skills and knowledge.