



Job Title	Midday Meals Supervisor – Term time only
Salary and Hours	KR3 10 hours 11.30am – 1.30pm
Reports to	School Business Manager
Works with	Teaching staff, Support Staff, Headteacher, Pupils
Job Purpose	Supervise students during the mealtime period to minimize any disruption, ensure their wellbeing and maintain their safety.
Duties	<ul style="list-style-type: none">• Ensure students enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meals in order to maintain safety and wellbeing of all students• Ensure students eating meals are seated in an orderly fashion to maintain safety and wellbeing of the students• Assist students, 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 students’ personal needs. This will depend on the needs of the students.• Ensure plates, etc, are cleared from the 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 area is wiped down, etc, and is left in a clean and tidy manner to maintain a clean and tidy environment.• Patrol and supervise school areas used by the students at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable• Operate, where applicable, a first aid service, to deal with any accidents that occur safely and quickly.
Wider responsibilities	<ul style="list-style-type: none">• Understand and apply School policies in relation to health, safety and welfare• Attend relevant training and take responsibility for own development• Attend relevant School meetings as required• Respect confidentiality at all times• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• Comply with individual responsibilities, in accordance with the role, for health & safety and Safeguarding in the workplace• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

The Galaxy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Signed:

Date:

Employee