



Rolvenden Primary School

Job Description

Job Title: Midday Supervisor

Job Summary

- To supervise children whilst they eat their dinner, both packed lunch and cooked, in the hall.
- To support the kitchen assistant in the serving of hot meals.
- To ensure that the hall is returned to a state of cleanliness once lunch is finished.

Role and Responsibilities

- Preparing the hall for the serving of meals in accordance with good practice.
- Ensuring that the hall is cleared during service and tidying up after children have finished.
- Maintaining an awareness of children's eating habits and ensuring that they are getting fair access to food.
- Maintain a safe and hygienic working environment.
- Attend training courses as required.
- Comply with Health & Safety, Fire Regulations and other relevant School and Trust policies.
- Establish positive relationships with the children and staff.

To Whom Responsible

- The Kitchen Assistant
- The Head of School/Deputy Headteacher having overall responsibility for the school