Job Description

Job Title: **Midday Meal Supervisor**

Reports to: Lead Midday Meals Supervisor & Deputy Headteacher

Staff supervised: None

Date: April 2024 Salary Unqualified: Scale 2

PURPOSE OF JOB: To support children during their lunchtime as directed by the leadership team, having due regard to the school’s aims, ethos, policies and relevant national requirements. To share in the corporate responsibility for the well being of all children.

DUTIES AND RESPONSIBILITIES

1. To ensure a calm atmosphere in the dining hall.
2. To assist children when they need support.
3. To clear up food spillages, water or sickness in the dining area during the service of meals.
4. To supervise the return of empty trays and waste food.
5. To attend to minor accidents and to report such to the leadership team.
6. To supervise children in the playground or in the school during inclement weather, under the direction of the leadership team.
7. To report immediately, any matters of concern.
8. To engage the children in play or other such activities, encouraging social interaction and social cohesion.
9. To follow the school’s policies and procedures at all times.
10. Such other duties, within the competence of the postholder, which may be required, reasonably, from time to time.

PERSON SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the application process.

FACTOR REQUIREMENT METHOD OF ASSESSMENT

Experience Experience of dealing with Application Form/Interview

 children either in a domestic

 or work environment.

Knowledge/ Knowledge of an ability to Application Form/Interview

 supervise children. Ability

 to understand childrens’

behaviour and to respond to their

needs in varying circumstances

Understanding of basic issues Application Form/Interview

of hygiene and child safety.

Ability to act quickly and Interview

responsibly in the event of

accidents or untoward

circumstances.

Ability to communicate well Interview

with children.

Ability to undertake all duties Interview

in line with the Council’s Equal

Opportunities policy.