



## **JOB DESCRIPTION**

Designation: Midday Meals Supervisor

### **MAIN RESPONSIBILITIES OF THE POST HOLDER**

As part of a team, be responsible for supervising and maintaining positive behaviour of children during the lunchtime break. They should ensure that children eat their meals safely and behave appropriately in all areas of the school (indoors and outside in play areas).

### **DUTIES**

- Ensure that children wash their hands before they eat
- Ensure that children move calmly inside the building and are in the dining hall at the correct time
- Assist younger children; at the servery counter, with the proper use of cutlery and help them cut up their food when necessary
- Supervise children in the dining room including the cleaning of tables and removal of food/water that is spilt
- Ensure children eat their food and exit the dining hall after eating their meal
- Supervise children eating food brought from home and ensure that all packed lunch equipment is cleared away after use
- Report to the class teacher or a member of the Senior Leadership Team any child whose diet may give rise for concern
- Set suitable behaviour standards in line with school policy, dealing with incidents of unacceptable behaviour and referring matters to the class teacher or a member of the Senior Leadership Team if required
- Help children acquire social skills
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children
- Ensure that children remain within a safe environment and that they play safely
- Attend to minor accidents and seek appropriate assistance if necessary



## PERSON SPECIFICATION – ESSENTIAL CRITERIA

- Have proven experience of supervising children in a paid or unpaid capacity.
- Have the ability to understand and apply instructions in respect of the supervision and control of children
- Have the ability to relate to children, to deal with them patiently and firmly using positive strategies
- Have an understanding of the importance of the school meal, and the lunchtime break, being a social and educational occasion
- Have a basic understanding of how play can contribute to child development
- To work as part of a team and promote the safeguarding of children
- To undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required from time to time

## SAFEGUARDING CHILDREN

Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' and 'Keeping Children Safe in Education'.

Report to the Head Teacher ANY behaviour by colleagues or children which raises concern.

St. Helen's Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. References will be taken up for those candidates short-listed for interview. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Signed..... Date .....

