



JOB DESCRIPTION

MEALS SUPERVISOR

REPORTS TO: -Headteacher

GRADE: - SC2

Main Purpose of the job

To work as part of a team of adults including teachers and other support staff, to promote the learning and well being of all pupils. To take responsibility for the supervision, health and safety and control of pupils during the midday break both during dining and play.

Summary of Responsibilities and Duties

Support for Pupils

- Supervise pupils receiving school meals and packed lunches ensuring orderly conduct and good behaviour.
- Promote and encourage healthy eating and balanced choices of food. Be aware of the varying dietary requirements of pupils for medical or cultural reasons.
- Supervise pupils in the play area or within the building in the event of bad weather ensuring that a safe environment is maintained and that the school's behaviour policy is adhered to.

Support for Teachers

- Respond to the welfare needs of pupils by comforting them or applying first aid, reporting any concerns on the general well being of the pupils to the senior midday supervisor or the class teacher.
- In accordance with the school's child protection policy report any concerns about individual pupils to the senior midday supervisor or the class teacher.

Support for the Curriculum

- Encourage appropriate exercise and activities to promote the health and well being of pupils.
- Encourage and develop pupils' understanding of team activities as well as individual pursuits.
- Support and encourage the development of pupils' social interaction with each other.

Support for the School

- Assist with any administrative processes involved in taking school meals and packed lunches.
- Ensure that any people entering the play area from outside the school are identified and escorted to the school reception.
- Maintain awareness and observe the school guidelines on security.

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's/School's equal opportunities policies and statutory responsibilities.

Person Specification

MEALS SUPERVISOR

GRADE: New SC2

ESSENTIAL CRITERION
Knowledge
Good health and Hygiene procedures
Needs of children and families in a culturally diverse school
First Aid
Skills
Ability to work as part of a team
Ability to be flexible
Communicate effectively with adults and children
Experience
Experience of working with children
General Education
Current food handling and Hygiene certificate
Personal Qualities
Sensitivity and awareness of the needs of children
Friendly caring attitude
Physical
Good health