

Job Description

Job Title: **Midday Meal Supervisor**

Reports to: Lead Midday Meals Supervisor & Deputy Headteacher
Staff supervised: None

Date: April 2022 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 children either in a domestic or work environment.	Application Form/Interview
Knowledge/	Knowledge of an ability to supervise children. Ability to understand childrens' behaviour and to respond to their needs in varying circumstances	Application Form/Interview
	Understanding of basic issues of hygiene and child safety.	Application Form/Interview
	Ability to act quickly and responsibly in the event of accidents or untoward circumstances.	Interview
	Ability to communicate well with children.	Interview
	Ability to undertake all duties in line with the Council's Equal Opportunities policy.	Interview