

JOB DESCRIPTION MIDDAY MEALS SUPERVISOR

In accordance with Children, Family and Adult Services Job Profile and as a member of a team led by the Senior Midday Supervisor under the direction of the Headteacher, Midday Meals Supervisor is to be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break: -

Main Responsibilities Include:

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour and table manners and hygiene.
- To assist younger pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures: -
 - Carrying of meal to the table
 - Assisting with the service at the table
 - Training children in the correct use of cutlery
 - Clearing and stacking table equipment and serving dishes
 - Wiping and re-setting tables if necessary
 - Cleaning up food and water spillages on tables and floors
- To report to the Headteacher in the case of absence due to illness.
- To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Headteacher.
- Be responsible for organising play activities in the playground or indoors if a wet playtime.
- To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the ethos and environment of the school.
- To adhere to need for confidentiality at all times.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to satisfactory reference checks and DBS Clearance.