

JOB DESCRIPTION



POSITION: Midday Meals Supervisor

GRADE: Scale 2

RESPONSIBLE TO: Head Teacher

PURPOSE OF THE POST

As part of a team of Midday Supervisor reporting to the Head Teacher for the school concerned, to be responsible for the supervision and maintain positive behaviour of pupils in a given area of the school during the midday break. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings during the midday break.

MAIN DUTIES

- Can supervise and maintain positive behaviour of pupils during the midday break, in dining areas, about the school premises and in play areas
- Will assist and direct pupils in the dining areas and elsewhere, dealing with incidents of unacceptable behaviour and referring matters to the Senior Midday Supervisor when necessary
- Is able to assist, as directed, with the maintenance of orderly arrangements both for taking of the school meal and the use of the buildings and other areas by pupils.
- Is able to support the school's policies regarding school meals provision (ie. healthy eating, etc.)
- Will, at all times, carry out responsibilities/duties with due regard to the School's Equal Opportunities policy.
- Is able to organise play activities, as directed by the Senior Midday meals supervisor.
- Such other minor and/or non-recurring duties, appropriate to the post, as may be directed

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate, including First Aid
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Reporting to: Head Teacher

Signed ----- Date -----

**Primary School
PERSON SPECIFICATION**

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GRADE: Scale 2

CRITERIA

REQUIREMENTS

ESSENTIAL CRITERIA

**EDUCATION AND
EXPERIENCE**

E.1. Have proven experience of supervising children in a paid or unpaid capacity.

**SKILLS, KNOWLEDGE
AND ABILITIES**

E.2. Have the ability to understand and apply instructions from the senior midday supervisor in respect of the supervision and control of pupils during midday break.

E.4. Have the ability to relate to pupils, to deal with them patiently and firmly using positive strategies.

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E.6. Have an understanding of the importance of the school meal, and the midday break, being a social and educational occasion.

E.7. Have a basic understanding of how play can contribute to child development.

E.8. Have experience of leading a team and be able to demonstrate that you can hold staff to account for their performance.

E.9. Have the ability to relate both to support staff and teaching staff at the school and to work co-operatively with other people as part of a team.

E.10. Have the ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.

E.11. Ability to deliver services to customers meeting the school's standard for customer care.

E.12. A commitment to providing a responsive and

supportive service and a willingness to constantly seek ways of improving the service.

- E.13 A commitment to deliver services with the framework of the school's equal opportunities policy.
- E.14 Ability to form and maintain appropriate relationships and personal boundaries with children and young people.