



Morden Mount Primary School

Lewisham Road, London SE13 7QP

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MEAL SUPERVISOR JOB DESCRIPTION

Reporting to: Senior Meals Supervisor

PURPOSE OF JOB

As part of a small team of meals supervisors, responsible for the supervision and control of pupils in a given area of the school during breakfast club/meal 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 breakfast club/meal break.

MAIN ACTIVITIES AND RESPONSIBILITIES

1. Supervision and control of pupils during breakfast club/meal break in the dining area, about the school premises and in play areas.
2. Assisting and directing pupils in the dining area and elsewhere, dealing with incidents of unruly behaviour and referring matters to the Senior Meals Supervisor when necessary.
3. Assisting, as directed, with the maintenance of orderly arrangements both for the taking of the school meal and the use of the buildings and other areas by pupils.

PERSON SPECIFICATION FOR MEALS SUPERVISOR

SKILLS/ABILITIES

1. Ability to understand and apply instructions from the Senior Meals Supervisor in respect of the supervision and control of pupils during breakfast club/meal break.
2. Ability to relate to pupils, to deal with them patiently, firmly and with a good-humoured manner.
3. Understanding of the importance of the school meal and breakfast club being a social and educational occasion.
4. 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.
5. Ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.
6. Understanding of the Authority's policies in health and safety, equal opportunities and pupils' disciplinary provision.



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GUIDELINES FOR MEAL SUPERVISORS

Training will be provided for all the areas outlined in this document.

In order to make breakfast club/meal break an enjoyable experience for both children and staff, it is important that all the meals supervisors adopt a similar approach towards the children. These guidelines have been issued for that reason. They are mostly common sense and not in any order of priority.

There should be an awareness of the importance of the school meal break and breakfast club and an understanding that this is a social and educational time for the child and that they have a very important part to play in the success of this time.

They should be aware of the Greenwich Policy on Equal Opportunities. They should also be aware of Health and Safety issues connected with lunch times and the School Policy on Discipline and Special Needs.

The Senior Meals Supervisor has overall responsibility for the breakfast club/lunch time period under the direction of the Head or Deputy. Any cause for concern should be reported to the senior supervisor so that she can decide what action to take. Meals supervisors are expected to be part of a team reporting to the Senior Meals supervisor who, in turn, reports to the Head or Deputy.

Children must never be reprimanded in a physical manner, e.g. pushing or smacking. Physical restraint may only be used when the safety of another child is involved.

All meal supervisors should adopt a quiet manner when dealing with children as this encourages them to respond quietly. Meal supervisors should become involved with the children in the play areas. Children must be encouraged to play with one another in a sensible manner.

Children should be encouraged to eat their breakfast/lunch but never forced to eat food.

As far as possible, all gates to the school are to be kept closed at lunch time and all areas of the playground are to be covered by staff. Areas around the toilets and drinking taps must be patrolled all the time.

First Aid training is provided.

During wet playtimes, meal supervisors should organise activities for the children. Boxes of play materials are issued to each class. Classroom equipment should not be used during wet play, except where indicated as available by class teachers. The class must be left in a tidy condition and the children should be quiet and ready to start the afternoon work.

It is expected that meal supervisors will deal with minor incidents and arguments themselves. Listening to both sides of an argument is very important and children need to feel that they have been fairly treated.

It is hoped that by following these guidelines, a mutual respect will build up between meal supervisors and children. In this way, incidents of bullying or unhappiness can be easily detected and prevented from occurring at breakfast/lunch time.

As with teaching staff, it is not possible for holidays to be taken in term time. Visits to doctors, dentists, banks, etc. should not be taken in work time, apart from emergencies.

Meal supervisors who are sick should contact the school before 7.30 am, as a message to the school office is required.