



Midday Meals Supervisor

Job Description and Person Specification

Post	Midday Meals Supervisor
Grade	Scale 1, Spinal Point 3
Hours	10 hours per week, Monday to Friday, term time only
Responsible to	Senior Midday Meals Supervisor
Employer	London Borough of Hackney
Location	Betty Layward Primary School, Clissold Road, London N16 9EX

Purpose of the job

To supervise and care for children during lunchtime in the dining hall, playground and, in wet weather, classrooms, so that every child has a safe, happy, healthy and enjoyable lunchtime. To promote lunchtime as a positive, play-centred part of the school day, in line with our OPAL approach and the school's behaviour policy.

Key duties and responsibilities

Safeguarding and welfare

- Keep children safe at all times, following the school's safeguarding and child protection policy and Keeping Children Safe in Education.
- Report any safeguarding concern immediately to the Designated Safeguarding Lead, and record it on CPOMS as directed.
- Notice and pass on concerns about children who seem unhappy, isolated or unwell, or who are not eating enough.
- Maintain confidentiality, sharing information only with the appropriate member of staff.

Dining hall

- Greet children warmly and help them to settle, collect their food and find a seat.
- Encourage children to try a range of foods and to eat with good manners, without pressuring them to finish.
- Help younger children and those who need support to carry their plates, open packaging and cut food.
- Know which children have allergies or special diets, follow their healthcare plans and the school's allergy procedures, and help prevent food sharing.
- Keep the hall calm and positive, deal promptly with spills and breakages, and help prepare tables for the next sitting.
- Work with the catering team, raising any concerns about food, packed lunches or dietary needs with your line manager.



Play and the playground (OPAL)

- Be a positive role model, actively engaging with children and joining in their play.
- Support rich, creative and adventurous play, allowing children to take appropriate risks while keeping them safe.
- Help set up, manage and pack away play resources each day.
- Supervise an allocated zone, moving around so that all children remain visible.
- Carry out visual checks of play areas and equipment, and report any hazards to your line manager straight away.

Behaviour and relationships

- Build warm, respectful relationships with all children, encouraging independence, kindness and responsibility.
- Follow the school's behaviour and anti-bullying policies consistently, using restorative approaches and speaking calmly, firmly and politely.
- Notice potential conflicts early and help children to resolve them.
- Support children with special educational needs and disabilities, following the guidance of class teams and the Inclusion Lead.
- Report serious incidents, including any bullying, racist or discriminatory behaviour, to the Senior Midday Meals Supervisor.

Wet lunchtimes

- Supervise children in their allocated classroom, engaging them in calm and purposeful activities.
- Use classroom resources only with the agreement of the class teacher, and leave rooms tidy.

Health, safety and first aid

- Give first aid in line with school policy and training, and record injuries and treatment on Medical Tracker.
- Recognise the signs of an allergic reaction or anaphylaxis and act immediately, including administering an adrenaline auto-injector following training.
- Follow the school's health and safety procedures and report any risks to your line manager.
- Take part in first aid duty on a rota, as directed by the Senior Midday Meals Supervisor.

Teamwork and professional conduct

- Work as a supportive member of the lunchtime team, keeping conversation with colleagues to what children need.
- Follow the staff code of conduct and the school's mobile phone policy.
- Attend team meetings and training, and share ideas to improve lunchtimes.
- Undertake other duties appropriate to the grade of the post, as reasonably directed by the Headteacher.



Person specification

A = application form I = interview R = references C = certificates seen

Criteria	Essential	Desirable	Assessed by
Qualifications and education			
Good standard of spoken and written English and basic numeracy	✓		A / I
GCSE (or equivalent) in English and maths		✓	A / C
Current first aid or paediatric first aid certificate		✓	A / C
Level 2 Food Hygiene certificate		✓	A / C
Childcare, playwork or teaching assistant qualification		✓	A / C
Experience			
Experience of caring for or working with children (paid, voluntary or family)	✓		A / I
Experience of working in a school or childcare setting		✓	A / I
Knowledge and training			
Understanding of the importance of keeping children safe	✓		I
Awareness of food allergies and healthy eating		✓	I
Understanding of the value of outdoor and creative play		✓	I
Skills and abilities			
Ability to build warm, positive relationships with children	✓		I / R
Ability to manage behaviour calmly, fairly and consistently	✓		I / R
Good communication skills and the ability to work as part of a team	✓		A / I / R
Ability to stay calm and respond sensibly in an emergency	✓		I
Personal qualities			
Reliable, punctual and committed to good attendance	✓		R
Kind, patient and genuinely enjoys being with children	✓		I / R
Willingness to undertake training, including first aid and allergy training	✓		I
Commitment to equality, inclusion and anti-racism	✓		I
Suitability to work with children, confirmed by an enhanced DBS check	✓		Checks

We are committed to equality throughout our school. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Note: This job description sets out the main duties of the post. It may be amended from time to time, in consultation with the postholder, without changing the level of responsibility appropriate to the grade.

