



Billingshurst Primary Academy

Headteacher: Ms Marion Ley

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**Ambition
Belonging
Courage**

Job Description

Job Title: Midday Meals Supervisor (MDMS)

Grade: C 3

Responsible to: Headteacher

Purpose of the Job: To supervise pupils during the mealtime period to minimise any disruption, ensure their wellbeing, and maintain their safety. To supervise pupils during lunch time play to ensure safety and appropriate behaviour.

Main duties and responsibilities (Accountabilities):

- Put out the tables and set with beakers, drinks etc in time for the mealtime period and ensure that there are sufficient settings for the number of pupils eating that day.
- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain the safety and wellbeing of all pupils.
- Ensure pupils eating meals are seated in an orderly fashion to maintain the safety and wellbeing of all pupils.
- Checking that children have been provided with a drink and that a sufficient amount of their meal has been eaten.
- Assist pupils who may need help with pouring them a drink, helping with spillages, cutting up food and caring for their personal needs.
- Ensure plates etc are cleared from the tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further settings where applicable.
- Ensure once meals are finished that the dining area is wiped down and is left in a clean and tidy manner.
- Assist in collecting pupils from their collection point and escort them to the hall/classroom/playground and supervise play areas used by the pupils at lunchtime break to ensure safety and appropriate behaviour.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Midday Meals Supervisor

Grade: C 3

Responsible to: Headteacher

| | Essential | Desirable |
|--|--|--|
| Qualifications | | |
| Experience | | <ul style="list-style-type: none">• Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities, and confidentiality.• Experience of working with children. |
| Knowledge, skills and abilities | <ul style="list-style-type: none">• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.• Basic understanding of food hygiene | <ul style="list-style-type: none">• Knowledge of Health & Safety. |
| Personal qualities | <ul style="list-style-type: none">• Hardworking, reliable and trustworthy.• Ability to communicate positively with children.• Ability to work supportively within a team. | <ul style="list-style-type: none">• Friendly, with a sense of humour.• A drive for personal and professional improvement. |



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