



***'Working together to be the best that we can be'***

**Midday Meals Supervisor  
Grade 3, Spine Point 2  
10 Hours Per Week  
11:45 am until 1:45 pm (2 hours per day)  
39 Weeks Per Year (Term Time Only)  
£29,808 - £31,530 FTE  
Actual Salary £7,156 - £7,569 pro-rata**

We are looking for dedicated, friendly and caring persons to join our lunch time team to supervise the children during lunchtime sessions. The main duties will be to supervise the children in the dining areas and in the playground ensuring the children have a safe and fun time.

### **Main Purpose of the Post**

To ensure that lunchtime activities are supported and managed in accordance with the school's policies and procedures under the overall direction of the Headteacher.

### **Main Duties & Responsibilities:**

#### **School Meals**

- Encourage good table manners and orderly behaviour in the dining hall.
- See that drinking water is provided and assist in pouring water for children.
- Assist young children in handling knives and forks and if necessary cut up their food.
- Encourage children to eat the meal provided.
- Supervise the orderly return of plates.
- Wipe down tables and tidy the hall after use.
- Clean up any spillage of food, water in the dining area during the service of the meal.

### **General**

- Undertake playground and play leadership duty, supervising by circulating amongst children.
- Ensure the children have a safe and fun playtime, organising games and helping to settle issues that arise.
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents, administering first aid, complete and record incidents accurately and report to Headteacher.
- Support the effective operation of the team by demonstrating flexibility and co-operation.
- Undertake training as required at the school or at an alternative venue.
- Report to Headteacher any untoward circumstances.
- Ensure that children do not leave the school without permission of Headteacher.
- Assist Headteacher as required in order to care for the safety and well-being of children

### **We can offer you the opportunity to:**

- be part of an inclusive school committed to nurturing and developing the potential of each child.
- work in a diverse vibrant borough
- be part of an ever-improving school
- enhance your career through excellent training and professional development.

Please download an application and information pack and submit all completed applications to the Hollydale Primary School email: [admin@hollydaleprimary.co.uk](mailto:admin@hollydaleprimary.co.uk) .

Please note: Hollydale Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Service check.

**Closing Date for All Applications: - Friday 8<sup>th</sup> May 2026**