

JOB DESCRIPTION

School: Telferscot Primary School

SECTION A: Reporting to:	
Job Title:	Midday Meals Supervisor
Grade:	Scale 1/2

SECTION B: Responsible for: Staff Supervised

This post is not responsible for any other staff roles.

SECTION C: PURPOSE OF POST

The Midday Meals Supervisor (MMS) will be part of a team that is responsible for supervising pupils during the lunch time break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

SECTION D: Main duties and Responsibilities/Functional Links

A

1. The supervision of pupils within the designated work area. Directing pupils in the dining area.
2. Addressing incidents (e.g. behaviour choices, accidents and illness etc) in an effective manner and in accordance with school policy.
3. Assistance with the administrative arrangements relating to school meals e.g. counting children.
4. Promotion of healthy eating and appropriate table manners.
5. Encouraging and participating in the organisation of constructive play activity for the pupils.
6. Contributing to the effective security arrangements of the school by ensuring, as far as practicable, that persons on the premises are authorised.
7. Ensuring that the school's Health and Safety Policy is adhered to.

8. Set up and put away the tables and other equipment needed for eating in the lunch area
9. Carrying out any other reasonable duties.

B. Functional Links

Please list the most important contacts necessary to carry out the duties (e.g. external agencies, departments, member of the public, within local authority councillors etc.).

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to

report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

SECTION E: Other relevant matters

The purpose of this section is to highlight any other significant details or points about the job.

SECTION F: Signatures – Job Description discussed and agreed

Signature of Post Holder:

Date:

Signature of Supervisor:.....
(Line Manager)

Date:

PERSON SPECIFICATION

School: Telferscot Primary School
Job Title: **Midday Meals Supervisor**
Directorate: Schools Human Resources
Grade:

		Shortlisting Criteria
Key Knowledge	<p>Please note that the following examples are suggestions only:</p> <p>K1 Full working knowledge of relevant polices/codes of practice/legislation</p>	E ✓✓

Relevant Experience	<p>Please note that the following examples are suggestions only:</p> <p>E1. Working with children or young people</p> <p>E2. Working and collaborating in a team</p>	E ✓✓
Qualifications/ Training	<p>Please note that the following examples are suggestions only:</p> <p>Q1. Good communication skills – equivalent to NVQ Level 2 in English</p>	
Key Competencies	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues 	<p>E</p> <p>E</p>