St Alfege
with St Peter's
Church of England Primary School

JOB DESCRIPTION

GRADE: Scale 1 Point 3

DESIGNATION: Mid-day Meal Supervisor

Purpose of job
As part of a team of Midday Supervisors, to be responsible for the supervision of pupils in a given area of the school during the midday 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 the midday break.

Specifically
1. To support the welfare, health and safety of pupils at designated times.
2. To promote and foster good relationships between pupils.
3. To challenge inappropriate behavior and to provide pupils with boundaries of acceptable behavior.
4. To identify any causes of concern displayed by pupils and to report these to the Deputy Headteacher where appropriate.
5. To arrange for first aid to be administered.
6. To oversee the cleanliness of dining areas, e.g. clean up spillages and ensuring eating areas are hygienic.
7. Assisting and directing pupils in the dining areas, playground and elsewhere, dealing with behavior incidents and referring matters to the Deputy Headteacher when necessary.
8. To engage children in activities in playground
9. Assisting, as directed, in maintaining orderly arrangements during school meal times and ensuring children are moving around the school building in an appropriate way
10. Supporting the organisation and administration of school meal arrangements, following school's policies and procedures relating to school meals provision.
11. Assisting as directed with arrangements for the administration of the taking of the school meal and supporting the school's policies regarding school meals provision
12. Checking the register of meals for packed lunches and hot meals.
13. To ensure that you are up-to-date with safeguarding legislation (Keeping Children Safe in education 2026)
14. To follow the school's safeguarding and child protection policy.

Designation of post to which post holder normally reports:

Deputy Headteacher

Signed: _____ Post Holder

Date: _____