

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Midday Meals Supervisor
<b>RESPONSIBLE TO:</b>	Line Manager
<b>LOCATION:</b>	West Hill Primary Academy
<b>SALARY GRADE:</b>	Kent Range 3

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### PURPOSE OF THE POST:

- Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

### MAIN ROLES AND RESPONSIBILITIES

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<b>Key Duties</b>	
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Follow agreed procedures. Liaise with the administrative officer regarding the organisation and management of lunchtimes to ensure effective communication.</li> <li>• Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.</li> <li>• Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.</li> <li>• Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. (Depending on the type of school, this may include checking that pupils have or are provided with a drink and / or that sufficient amounts of their meal has been eaten).</li> <li>• Where applicable prepare hot or cold meals based on agreed menus, clean and tidy equipment at the end of each session.</li> <li>• Assist the pupils, as necessary, during the meal break to ensure their wellbeing. (This may include</li> </ul>

	<p>providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs. This will depend on the type of school).</p> <ul style="list-style-type: none"> <li>• Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.</li> <li>• Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment (if not part of the catering contract).</li> <li>• Assist in collecting pupils from collection point and escort to hall/classroom.</li> <li>• Perform a visual risk assessment of the play area to ensure the safety of the children.</li> <li>• Supervise the children in the school grounds, engage the children in play to ensure safety and appropriate behavior is observed.</li> <li>• In bad weather supervise the pupils in classrooms and hall areas ensuring safety and appropriate behavior are observed.</li> <li>• Operate, where applicable, a first aid service during the mealtime to deal with any accidents that occur, safely and quickly.</li> <li>• Attend liaison meetings whenever possible.</li> </ul>
<p><b>Wider Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.</li> <li>• Support the safeguarding and welfare of children and young people within the school.</li> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.</li> <li>• Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.</li> <li>• To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.</li> </ul>

<p><b>Data Protection Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>• Use school-approved platforms and tools for communication and data sharing.</li> <li>• Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li> <li>• Participate in data protection training as required.</li> </ul>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from

time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature:

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Postholder's name:

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Date:

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### PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.</li> <li>First aid qualification would be an advantage.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>None.</li> <li>Previous experience of working with children would be an advantage.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.</li> <li>Ability to recognise and deal with emergency situations.</li> <li>May require knowledge to enable the post holder be responsible for the safe use of equipment.</li> <li>Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</li> </ul>

Postholder's  
signature:\_\_\_\_\_

Postholder's name:\_\_\_\_\_



Date:\_\_\_\_\_