

**TELFERSCOT PRIMARY SCHOOL
MIDDAY SUPERVISOR JOB DESCRIPTION**

Key Tasks of a Midday Meal Supervisor

Key Tasks

- The supervision and control of pupils within the designated work area. Directing pupils in the dining area.
- Dealing with incidents (eg bad behaviour, accidents and illness etc) in an effective manner and in accordance with school policy.
- Assistance with the administrative arrangements relating to school meals eg counting children.
- Promotion of healthy eating and appropriate table manners;
- Encouraging and participating in the organisation of constructive play activity for the pupils.
- Contributing to the effective security arrangements of the school by ensuring, as far as practicable, that persons on the premises are authorised.
- Ensuring that the school's Health and Safety Policy is adhered to.
- Carrying out any other reasonable duties.