

JOB DESCRIPTION

Midday Meal Supervisor

Job Purpose

To ensure the safety, welfare and good conduct of pupils during the midday break periods, in accordance with the practices, procedures and code of conduct of the School and promote active and positive play at lunchtime.

The postholder will work as part of a team and under the direction of either the MDMS supervisor or School Office Manager.

Key Tasks

- Supervision of pupils in the dining area, playground or other parts of the school premises.
- Set up, clean and clear away the hall for eating periods. Carry out associated ancillary duties (e.g. cleaning up spillages, ensuring tables are clean).
- Encourage a positive atmosphere using the school's established code of conduct. Refer serious incidents to the business manager.
- Organise and maintain suitable play equipment and take a lead in developing playground games
- Participate in and promote positive engagement in playtime games
- Be aware of the particular medical needs relating to those children who have allergies to foods.
- Be responsible for ensuring that individual pupil medical protocols are adhered to during the lunchtime period.
- Attend to the children's welfare and needs as appropriate.
- Ensure that school security regulations are upheld.
- Any other duties which may be reasonably allocated by the Headteacher after consultation with the postholder.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the business manager
- Have responsibility for safeguarding and promoting the welfare of children
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required