

## JOB DESCRIPTION

**Post Title:** Midday Meals Supervisor

**Grade:** BEX04

**Responsible to:** Principal

**Responsible for:** No Staff

### Main purpose of the job:

To be responsible for the safety and welfare of children during the school lunch-time break.

### Major Duties and Responsibilities:

- Reporting to the head teacher or senior midday meals supervisor any serious incident occurring during the midday break.
- Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the School and Trust.
- Providing First Aid to pupils in the event of injury.
- Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean etc.) and ensuring the maintenance of good order and discipline.
- Completing any necessary paperwork.

### Resources:

None

### Job Activities:

- Supervise the area allocated to you, monitoring student behaviour and expectations.
- Clear up resources and or equipment as necessary and in accordance with guidance provided.
- Follow guidance provided in terms of behaviour policy, reporting any concerns or incidences to the appropriate member of staff in a timely manner.
- During your duties, ensure that the health and safety of pupils is of paramount importance and report any concerns to the appropriate member of staff.
- Manage busy duties in the appropriate way and according to training provided by the Trust.