

Garlinge Primary School and Nursery

JOB DESCRIPTION

Job Title: **Midday Meals Supervisor**

Reports to: **Nicholas Piper**

Purpose of Job:

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

Main Duties:

- Wear the appropriate protective clothing provided by the school.
- Collect any lunch boxes for pupils from the school office.
- Ensure the playground is clear of any hazards before the lunch period begins and set up any additional play equipment (toys, balls, ropes).
- Assist in collecting pupils from collection points and escort to the hall or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
- 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.
- Ensure pupils eating meals are seated at all times in an orderly fashion to maintain safety and wellbeing of the pupils checking that pupils have or are provided with a drink and that they are encouraged to eat and try new things.
- Arrange and assist with the provision of free milk to all pupils.
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This includes providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs including toileting and sickness.
- Ensure pupils clear plates, cups etc from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
- Ensure that once meals are finished the dining tables are wiped down and left in a clean and tidy manner.
- Ensure trained medical staff are alerted of any medical emergency or incident.
- Engage with the pupils in activities on the playground.
- Encourage good behaviour with the aid of stickers and rewards.
- Assist pupils entering the school building after the lunch period.

- Ensure the playground is cleared of equipment and items left by pupils at the end of the lunch period.
- Sign in and out on arrival and departure of duty via the main school entrance at Westfield Road.
- Participate in training to keep skills up-to-date and in line with the Positive Behaviour Management Policy.
- Visit the staff room, pigeonhole and to check your emails on a regular basis to keep informed of personnel and school issues.
- Engage with the mandatory six month probationary review procedure.

General:

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Executive Headteacher.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

SIGNED

DATE