

## Job Description

Job Title: Mid-day Meals Supervisor

Responsible to: Senior Mid-day Meals Supervisor/  
Headteacher/Assistant Headteacher



Main Purpose of Post: To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.

### Main Duties

- To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
- Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.
- To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
- Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
- Arrange First Aid as required
- Ensure that all accidents are recorded in the accident book and reported to the First Aid supervisor in order that any appropriate action may be taken.
- Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the class teacher.

### Standards and other responsibilities

- Support the aims and ethos of the school e.g. confidentiality, being flexible, working co-operatively
- Set a good example in terms of dress (smart casual), punctuality and attendance.
- Undertake professional duties that may be reasonably assigned by the Headteacher e.g. training, team meetings, lunchtime duties, administrative tasks, stocktaking etc.
- Be proactive in matters relating to health & safety
- Review your own performance and set new objectives in line with the school's Appraisal System.

Post Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_