



BIRDHAM CE PRIMARY SCHOOL

JOB TITLE: MIDDAY MEALS SUPERVISOR

GRADE: 2, spine point 8, 75 minutes per day, 5 days per week, term time only

RESPONSIBLE TO: Senior Midday Meal Supervisor / Headteacher

PURPOSE OF JOB: To supervise the children during the lunch hour inside or outside. You would be required to lift tables and chairs at times.

JOB DUTIES:

A. Supporting the Child

1. Supervise children during the lunch break both inside the school building and outside in the playground
2. Ensure that lunches are eaten in a healthy environment.
3. Encourage the children to eat their packed lunches and the reasons for following a healthy diet.
4. Hygiene: Wash tables and sweep floors after children have finished their lunches.
5. Ensure that the children move around the school in a safe manner during the lunch break.
6. Deal with day to day concerns/problems of children.
7. Encourage the children to display good standards of behaviour both inside the school building and on the playground (see Behaviour Policy)
8. Understand and organise children and deal with their minor squabbles.
9. Encourage children to include each other during playtime showing respect for each other, using the Birdham Charter as a model for all the behaviour for both adults and children within the school.
10. Undertake any duties in the dining areas that will enhance the smooth running of lunchtimes.

B. Working with the School Staff

1. Liaise with the Senior Midday Meal Supervisor over concerns regarding the children's behaviour or welfare.
2. Discuss concerns regarding individual children with the class teacher where applicable.
3. Liaise with other team members to ensure all areas of playground are covered
4. Attend to minor injuries (see First Aid Policy) and/or refer more serious injuries to the First Aider on Duty.
5. Attend training as requested through self-review or directed through school improvement procedures