



JOB DESCRIPTION

Mealtime Supervisor – Grade A

Purpose of Job

To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break.

To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors.

Key accountabilities/duties/responsibilities

- To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break
- To supervise the entrance and exit of children from the dining hall
- To set up and lay the tables for lunchtimes
- To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures
- To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
- To check packed lunch boxes for allergy related items, such as nuts
- To be aware of any child's specific dietary needs, such as allergies, intolerance, cultural or religious
- To be aware of and cater for any child's additional support needs, such as autism, diabetic etc. during the mealtime break
- To support child's independence by encouraging good social behaviour at mealtimes, such as correct use of cutlery, noise levels
- To deal with any disagreements between children in a fair manner
- To look out for and report any child who is isolated or upset to the appropriate person
- To report any incident with child(ren) to class teacher and complete incident on CPOMS (digital platform)
- To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety Statements
- To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying
- To supervise older children who assist/mentor younger children at mealtimes
- To initiate play activities in playground
- May be the qualified first aider and administer first aid as appropriate after training

Promotion of Corporate Values

- To ensure that pupil care is maintained to the agreed standards according to the school's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post develops. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The School's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school delivers.

Mealtime Supervisor

Person Specification

Essential	Desirable
Knowledge, training and experience relevant to the post	
• Good maths and English skills • Knowledge of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying etc. • Knowledge of cultural and religious dietary requirements • Knowledge of food allergies • Willingness to undertake training and attend courses as required, such as first aid, games, behaviour	• Holds a First Aid Certificate • Knowledge of the local community • Experience of working in a multi-cultural community • Experience of using Teams and Outlook.
Planning, organising and controlling skills	
• Planning to ensure the welfare and safety of children throughout the mealtime break • Planning to ensure that all tasks are completed within strict and given timescales, such as all children have lunch within mealtime break, dining areas ready at set time etc. • Planning pupils dining times around clubs/groups timetables • Some pre-planning of play activities, such as set activities on certain days	
Communication and influencing skills	
• Communicate according to child(ren)'s needs, such as culture, age, additional support needs etc. • Supervise groups of children and encourage good behaviour within dining areas and playgrounds • Encourage and motivate good behaviour through playing of games • Provide feedback to class teacher/all school staff and complete incident reports on CPOMs	
Initiative and Innovation skills	
• Work within and comply with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline • Use of initiative in ensuring that school routines are followed, such as entry and exit of playgrounds and dining areas • Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children at mealtime break, such as minor injuries, incidents of bullying, deciding when to call for additional help • Use of initiative in playing games to promote and motivate good behaviour	

Essential	Desirable
Personal Qualities	
• Be passionate about education and making a difference to children's lives • Demonstrates empathy, resilience, persistence • Build and maintain effective working relationships with colleagues • Ability to reflect • Ability to form and maintain appropriate relationships and personal boundaries with children	• Sense of humour • Ability to be flexible
Commitment	
• To the values and ethos of Northside Primary School • To maintaining confidentiality at all times • To safeguarding and equality • To further professional self-development	