



Martin Primary School

Mealtime Supervisor JOB DESCRIPTION

General duties
To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break.
To ensure that all children communicate with each other and to adults with respect and kindness
To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate.
To deal with any disagreements between children in a fair manner by following the school's Behaviour Policy.
In the playgrounds: <ul style="list-style-type: none">• to ensure that all children are happy by engaging with them and encouraging them to join in with activities in the playgrounds• to look out for and report any child who seems isolated or upset• to ensure that the equipment is safe for children to play with and to remove and report any equipment that is deemed to be unsafe
In the lunch hall: <ul style="list-style-type: none">• To supervise the entrance and exit of children from the dining area.• To set up and lay the tables for lunchtimes and to wipe trays in the dining hall.• To carry out associated duties such as clearing up spillages.• To encourage the children to eat healthily
Supporting the school's policies and ethos
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
Contribute to the overall ethos/work/aims of the school
Appreciate and support the role of other professionals.
Attend and participate in relevant meetings as required.
Participate in training and other learning activities and performance development as required.
In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, will fall within the scope of the post, at the appropriate grade.



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Mealtime Supervisor PERSON SPECIFICATION

	Essential	Desirable
Experience	The successful candidate will have experience of: <ul style="list-style-type: none">• working with or caring for children of a relevant age	<ul style="list-style-type: none">• working with children with SEND
Knowledge and skills	The successful candidate will be have: <ul style="list-style-type: none">• the ability to relate well to children and adults• the ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these• the ability to work with pupils and their families in a sensitive and positive way• the ability to demonstrate excellent communication and organisational skills	
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• a calm and caring nature• excellent time management and organisation skills• a flexible approach towards working practices• high expectations of self and professional standards• the ability to work as both part of a team and independently• the ability to maintain successful working relationships with other colleagues• high levels of drive, energy and integrity. <p>The successful candidate will be:</p> <ul style="list-style-type: none">• committed to promoting high-quality care of children• committed to playing an active role in children's progress and development• dedicated to promoting their professional development• able to plan and take control of situations• committed to contributing to the whole school and its community• professionally assertive and clear thinking.	