



## **JOB DESCRIPTION**

### **Midday Meals Supervisor**

#### **JOB PURPOSE**

-To support and contribute towards the smooth, efficient and safe management of the school by providing supervision for children who remain on the school premises during the lunchtime period.

#### **OBJECTIVES**

- To supervise children
- To ensure the safety and promote the welfare of the children

#### **PRINCIPAL RESPONSIBILITY AREAS**

- Supervision
- Health and Safety

#### **KEY TASKS**

- supervising children on the school premises (buildings and grounds) during the time in which they eat their lunch and for the period afterwards until the end of the lunch break
- organising where possible and supervising appropriate activities for children
- setting up/dismantling the tables and chairs
- ensuring that classrooms are clean and tidy with the tables wiped after the children have eaten their lunch
- ensuring the Health and Safety of all children in accordance with relevant school policies
- to ensure the children follow the lunchtime rules and to refer any infringements to the Headteacher, classteacher or LAB
- referring children who suffer illness or injury to a qualified first-aider
- attending courses or training sessions in order to support individual professional development and the improvement of the school
- to perform duties in accordance with school's overall philosophy and policies
- undertake any reasonable instructions given by the headteacher or line manager to allow for the safe and efficient running of the establishment

Signed \_\_\_\_\_

Dated \_\_\_\_\_