



Midday Meals Supervisor - Job Description

PURPOSE OF THE POST

As part of a team of lunchtime support assistants, to assist in the supervision of children in a given area of the school during the mid-day break.

The role involves the supervision of children in the lunch hall and playground ensuring positive interactions, engaging and promoting good play and reporting of playground issues and incidents during the mid-day break.

Duties typically include:

- supervising pupils in the dining hall encouraging healthy eating and good table manners
- helping pupils with a variety of tasks, such as cutting up their food and clearing plates
- cleaning up spillages
- helping to clear away ensuring tables are ready for next intake of children
- organise games and activities and motivate pupils during the lunchtime break
- dealing with any misbehaviour and reporting any problems that they are unable to resolve to the senior leadership team member on duty
- tending to pupils who are sick or injured, ensuring they receive appropriate medical attention, and reporting any serious accidents
- attend to the personal care needs of pupils during the mid-day break (i.e. minor accidents, toilet supervision, cleaning up body fluids)
- being aware of responsibilities under child protection legislation, and reporting concerns to the senior leadership team member on duty
- Undertake any other duties consistent with the purpose of the job

Skills and experience to benefit working as a lunchtime support assistant include;

- enjoyment of working with children
- the ability to supervise and direct children
- patience and understanding
- the ability to stay calm
- good communication skills
- the ability to work as part of a team

It could be an advantage if you have basic first aid skills and experience of working with children.