

Midday Meals Supervisor, Job Description

Kent County Council

Job Description: Midday Meals Supervisor

School: St Saviour's Church of England Junior School

Grade: Kent Range KSA

Responsible to: Assistant Headteacher

Purpose of the Job:

Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

Key duties and responsibilities:

1. Assist with putting out tables, benches and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
2. Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
4. Encourage children to try unfamiliar foods and to eat a reasonable amount of their meal or packed lunch. To notify the Assistant Headteacher if a child has not eaten a reasonable amount at lunch time or you have any concerns.
5. Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This may include providing them with a drink, helping with spillages, cutting up food.
6. Ensure tables and benches are cleaned after a child has finished their lunch and at the end of lunchtime before being put away in an appropriate manner. To maintain a clean and tidy environment and to free up space for any further sittings where applicable.
7. End of service assist with cleaning and clearing the hall which includes lifting tables.

8. First Aid cover when required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. Our priority is the health and safety of all our pupils and staff.