

JOB DESCRIPTION

1. General Details

Name:

School: Holy Trinity CE (A) Primary, Cuckfield

Section: Midday Meals

Title of post: Midday Meals Supervisor

Post accountable to: The Headteacher

2. Key Responsibilities

As part of a team be responsible under the directive of the Senior Meals Supervisor for the effective supervision and control of children in and about the school premises and play areas during midday break.

3. Key Tasks

To set out hall tables and chairs and clean and clear away at the end of the session.

To ensure adequate supervision of the designated classroom and hall and ensure that children are within sight at all times.

To deal with any cases of unacceptable behaviour by children in line with School Policy, School and Christian values and if necessary refer matters to the Head or Senior Leadership Team.

To provide a happy, social environment for all children whilst they are eating in the hall.

To ensure the health and safety of children during the midday break and report any accidents or incidents to the Senior Meals Supervisor.

To be aware of first aid procedures and also to be aware of who is are the qualified first aiders.

To be aware of pupils with serious food allergies.

To follow Child Protection/Safeguarding Policy and procedures and know who the Designated Leads for safeguarding are.

To attend training and induction meetings relevant to the post and whole school priorities.

Signed (Headteacher)

Date

(Updated : November 2017)