**School Meals Supervisor – Job Description**

School Meal Supervisor’s will report to the Senior Supervisor in school.

Supervisors can be based at our London Street or Handley Road site.

Duties will be allocated and will include the following:-

To supervise pupils in their designated areas of the school and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

To establish safe and appropriate behaviour by effective intervention or referral to senior staff members.

To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.

To maintain good order in dining areas and promote good manners.

To assist pupils where necessary, with the collection of food and return of trays, or other items to the service counter.

To assist pupils where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.

To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.

To assist in the setting up and removal of furniture where necessary.

To assist in the supervision of all areas both inside and outside where pupils congregate during lunchtime.

Actively promoting positive play.

To take any immediate action to attend to sickness, or accidents, by carrying out minor first aid, and summoning relevant assistance.

To report any unauthorised visitors on school premises.

To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period.

To participate in review meetings, and training as required.

To adhere to, and keep up to date with all school policies and procedures.

To carry out any other reasonable instructions given by the Headteacher reasonably relevant to the post.

Signature …………………………………

Name …………………………………….

Date ………………………………………