



Tudor Grange Primary Academy  
**Meon Vale**

## Lunchtime Supervisor

*Job Description*

*Grade 1 point 2*

### Core Purpose

- Be knowledgeable about all health, safety & hygiene matters and support these high standards
- To provide a clean and welcome environment for all

### Core Qualities

- To work in support of the Catering Service.
- To contribute to development of initiatives to support the school and its pupils
- To undertake training as required.
- To operate in line with the ethos, culture, overall aims and policies of the Academy.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the Principal or their representative.

### Specific Responsibilities

- To assist in the provision of a high-quality school lunch
- To promote the independence and autonomy of all pupils by encouraging the development of social skills and/or raise confidence and self-esteem where necessary
- Supervision of pupils before, during and after their meal, including the supervising of clearing away leftover food and packaging
- Encourage pupils to arrive and leave promptly and in orderly manner
- Assisting, as needed with the clearing of tables and floors within the seating areas
- In the event of an emergency, assist with the evacuation of pupils in line with the school's procedures
- To report incidents involving poor behaviour to members of the Leadership Team.

### Health & Safety

- To adhere to all school policies and procedures
- To comply with agreed Health & Safety Policy and COSHH Regulations regarding Food, equipment, materials and general safety.
- To maintain high standards of cleanliness, personal hygiene, and appearance

### Line Manager:

Principal