

## **SENIOR SCHOOL MEALS SUPERVISOR JOB DESCRIPTION**

Hours: 7.50 (decimal) hours

RESPONSIBLE TO: Head Teacher

LIAISON WITH: Teaching Staff  
Head Teacher  
Kitchen Team  
Business Manager

### **PURPOSE**

To organise and supervise the team of school meal supervisors, ensuring all duties are performed efficiently, therefore ensuring a positive experience for all children during their lunch break.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Devise rotas and allocate duties/activities to the school meal supervisors.
- To report all absences, and organise appropriate cover.
- Assist in the management and recruitment of the team.
- To support and encourage adherence to the 'Learners Code' promoting positive behaviours.
- To contribute to the implementation of rewards systems embedded in school.
- To ensure the correct reporting of all first aid instances, in line with school policies and procedures. To ensure all first aid supplies are ordered and are available.
- To ensure and organise suitable and fun activities in the playground, and in school when appropriate.
- To ensure the safety of children in the playground, and in the dining hall, including the use of play equipment.
- To organise and take part in the setup of any lunchtime equipment, including dining equipment, and play activities.
- To organise and take part in the lunchtime meal provision, this may include cleaning tables, sweeping lunchtime areas etc.
- Ensuring the supervision of all children, including in the dining hall.
- To provide comfort, and first aid to children, in need of attention, accidents, and illness.
- To assist with resolving any behavioural and emotional problems of children under the direction of senior staff and in line with school policy.
- To report any safeguarding incidents in line with school policy.
- To attend and participate in any relevant training.

- The use of school IT systems, to aid the reporting of behaviour and safeguarding issues.
- The use of school email, and communications systems.
- To respect the confidentiality of sensitive information in school, in line with The Learners Trust policies.
- To carry out any reasonable duties within the overall function commensurate with the grading and level.

### Person Specification: Senior School Meals Supervisor

|                                 | Essential/Desirable  |  | Method of Assessment              |
|---------------------------------|--|--|-----------------------------------|
| <b>Qualifications</b>           | This job is subject to a satisfactory DBS clearance with will be processed by school.  | First aid training.  | Application form<br>DBS clearance |
| <b>Job Related Competencies</b> | <p>Has experience of working with children/young adults.</p> <p>Ability to use ICT effectively.</p> <p>Ability to organise activities for children.</p> <p>Ability to manage the behaviour of pupils in school and seek solutions.</p> <p>Ability to motivate pupils.</p> <p>Ability to work at own initiative and as part of a team.</p> <p>Ability to work in a flexible and responsive way with tact, discretion and confidentiality.</p> <p>Excellent communication skills</p> | <p>Experience in working in a school setting.</p> <p>Experience in the running of clubs/sport sessions or activities for children.</p> | Application form and interviews   |

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|--|-------------------------|--|--|
|  | A good sense of humour! |  |  |
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|            |  |                                 |
|------------|--|---------------------------------|
| Knowledge  | Knowledge of a range of strategies to promote good behaviour.<br>Awareness of confidentiality issues linked to home/pupil/teachers/school work | Application form and interviews |
| Experience | Experience of working with children of relevant age  | Application form and interviews |

Please sign and return to Mrs Bridges

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Signature

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Date