

ST MARY'S PRIMARY SCHOOL
BATTERSEA
JOB DESCRIPTION

Post Meals Supervisor

Responsible to the Headteacher

Main Function of the post:

In line with the Mission Statement, oversee the supervision of the children during lunchtime in the respect of the following areas:

- Health and Safety
- Appropriate conduct of the children

Roles and Responsibilities:

- Oversee supervision of the children during lunchtime. This includes all children having a school dinner or a packed lunch as well as supervision of children on the playground, in the dining hall and classrooms if necessary.
- Oversee supervision of the children's entry into the dining hall.
- Assist the pupils with their food and ensure they eat a balanced and adequate dinner.
- Assist the pupils where necessary to cut up food and give guidance on the proper use of cutlery.
- Assist the children where necessary in clearing up any spillage.
- Deal with minor cuts/grazes etc.

To ensure that the good behaviour and health and safety of the children is maintained at all times these guidelines must be followed

- ❖ Meals supervisors need to report any incidents to Senior Supervisor
- ❖ Supervise the playground regularly ensuring appropriate play is taking place.
- ❖ Interact with children at all times.
- ❖ Supervise the Dining Hall to ensure a safe environment.
- ❖ Supervise the toilet area.
- ❖ Move around the playground in the sight of the children.

N.B. M.S. are employed to supervise the children under the direction of the Headteacher and in the absence of the Premises Officer may be required to carry out cleaning tasks as common sense dictates.

- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and

safeguarding children and young people as this applies to the worker's role within the organization.