JOB DESCRIPTION

MEALS SUPERVISOR

Responsible to: School Operations Manager

Main Responsibilities

1. Exercising general responsibility for the behaviour of children during the midday break, both inside the Dining Hall, Foyer, Corridors and Lower School as required – along with other areas as appropriate.

2. Ensuring that Health and Safety practices concerning the pupils and staff are maintained.

3. To assist with the smooth operation of provision of school meals within the specified lunch period, including related cleaning and furniture moving as required, both before and after lunch to ensure the Dining Hall is ready for use.

4. Liaison is sometimes required with the catering manager to give general support in the provision of healthy meals as required and appropriate.

5. Any other duties as requested by Line Manager.

6. Liaison is also required with other staff on duty in the Dining Hall to ensure consistency and approach and general smooth running of the whole process.

7. **Child Protection**

   To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school.

   To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

   To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

SELECTION CRITERIA

- **Basic Numeracy and Literacy Skills**
- **Good Communication Skills**
- **Ability to be a role model for pupils / students of all ages**
- **Calm demeanour, with ability to be assertive and take control when necessary**
- **Ability to be flexible to changing needs and to be able to respond appropriately**

Meals Supervisors will be required to report for duty as below
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***LUNCH PERIOD**

Monday	12:50 – 14:20pm
Tuesday	13:00 – 14:30 pm
Wednesday	13:00 – 14:30 pm
Thursday	13:00 – 14:30 pm
Friday	12:50 – 14:20pm

During the weeks of examinations the lunch period will be one hour earlier than stated above

November 2026
Grade Spot B