



JOB DESCRIPTION

MEALS SUPERVISER

Responsible to: Headteacher/Deputy Head/Phase Leader

Main Responsibilities

1. Exercising general responsibility for the behaviour of children during the midday break, both inside the classroom, hall and playground - 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.
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/Early Year Lead teacher
6. Liaison is also required with other staff on duty to ensure consistency in 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 / pupils 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