



MMS – Midday Meal Supervisor

Hours: 39 Weeks Term Time Only (TTO) – Including INSET days

- 1 Positions – **Time:** 11.30am-1.30pm - 2 hrs a day – 10 hours a week
- 1 Positions – **Time:** 11.30am-1.00pm - 1.5hrs a day – 7.5 hours a week

Grade: Scale IC3: per annum (Paid Monthly, 15th of each month)

- **2 hrs:** £7,662
- **1.5 hrs:** £5,750

Start Date: 4th January 2027

Job Description

Responsible to: Senior Midday Supervisor

Responsible for: Effectively managing children during the lunch break.

Main Purpose: Under the direction of the Senior Midday Supervisor, the postholder will be responsible for the safety, welfare and good behaviour of children during the midday lunch break. This includes supervision in the lunch areas, play areas, and support with children's medical and dietary needs.

Main Activities

- To have excellent attendance and punctuality.
- To be flexible and able to adapt to varying needs during busy or unpredictable times.
- To demonstrate a caring attitude and patience when working with children of varying ages.
- To manage behaviour in line with the school's policies.
- To maintain strong communication with teachers, support staff, and kitchen teams.
- To set up, organise and tidy up all lunchtime areas.
- To log any behaviour concerns via school processes
- To follow safeguarding and Health & Safety practices and procedures at all times.

Specific Job Areas

First Aid Support

- To hold or be willing to obtain a valid First Aid qualification.
- To administer first aid where required, record incidents accurately, and report to relevant staff.
- To follow individual health plans and emergency procedures.
- To ensure first aid kits and medical equipment are stocked and accessible.
- To log incidents onto specified software with a good standard of English.

Dining Hall/Mezzanine Supervision

- To ensure all arrangements (water, cups, cutlery etc) are in place for children to eat at lunchtime
 - To support the smooth running of lunchtime routines.
 - To supervise children while eating, ensuring a calm, safe, and positive dining environment.
 - To encourage good table manners and healthy eating habits.
 - To liaise with kitchen staff on meal service and dietary needs.
 - To clean all the lunch time areas, wiping down tables, brushing up floors, disposing of rubbish
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Playtime Supervision

- To set up and manage playtime equipment as necessary.
 - To ensure children's safety and wellbeing during outdoor/indoor play.
 - To encourage positive play and manage conflicts effectively.
 - To monitor equipment use and report hazards.
 - To promote inclusive play activities.
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Food Diaries

- To liaise with class teachers to understand food diary requirements.
 - To monitor and record children's food intake where required.
 - To support children with specific dietary plans or medical conditions.
 - To ensure confidentiality and accuracy in all records.
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Allergies Management

- To be aware of children with allergies and ensure their safety.
 - To monitor mealtimes closely for allergy risks.
 - To follow emergency procedures in the event of an allergic reaction.
 - To liaise with parents, carers, and medical teams as directed.
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Care Plans

- To follow individual care plans and provide appropriate support.
 - To attend relevant training to support medical or additional needs.
 - To alert the Welfare Lead or Senior Midday Supervisor to any concerns or incidents.
 - To maintain accurate and confidential records.
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Medicals

- To administer prescribed medication where trained and authorised.
- To record all medical interventions accurately and in line with school policy.
- To store and handle medication safely and securely.
- To escalate medical concerns to the designated lead promptly.

Person Specification

	Essential	Desirable
Qualifications		
To hold a recognised qualification in First Aid		✓
Willingness to participate in development and training opportunities	✓	
Additional training in health & safety or SEN support		✓
Experience		
Experience of support work in an inner-city, multicultural school		✓
Experience in a school or childcare setting		✓
Experience of helping to deliver programmes under the direction of qualified supervisor		✓
Experience with care plans or food diary management		✓
Knowledge and Understanding		
Knowledge, understanding and commitment to equal opportunities	✓	
Knowledge of medical or allergy procedures		✓
Knowledge of safeguarding legislation	✓	
Knowledge of Gatton School procedures in relation to safeguarding		✓
Skills and Abilities		
To be able to demonstrate good literacy and numeracy skills	✓	
Excellent communication, planning and organisational skills	✓	
Ability to use initiative	✓	
Ability to develop and maintain good working relationships with the whole school community	✓	
Ability to work constructively as part of a team, understanding responsibilities and your own position within these	✓	
Ability to be flexible and positive	✓	
An awareness of strategies for managing pupils with challenging behaviour	✓	
Ability to show initiative and respond to situations appropriately including those involving learning or incidences of behaviour	✓	
Ability to remain calm under pressure	✓	
Maintain a safe environment for children at all times	✓	