



# **Earlsfield Primary School**

## **Job Description**

### **Midday Meals Supervisor (7.5 hours)**

**Grade:** Scale MS1 Fixed Spine Point

**Main Duties:**

Under the direction of the Senior Mid-day/ Meals Supervisor and in accordance with the practices and procedures of the Authority, working as part of a team of Mid-day/ Meals Supervisors.

**Working Pattern:**

- Term time only (TTO)
- Hours vary – usually 1½ per day
- Full time hours are 36 per week (35 hours for appointments made before 1 April 2004).

**Conditions of Service Applicable:**

- Former APT&C for ILEA staff
- NJC Local Government Services (Green Book)

**Grade:**

- Fixed pay point

**Pay Points:**

- Spine point 2 for all Midday Supervisors

**Method of Payment:**

- Monthly (15<sup>th</sup>)

**Annual Leave:**

- The annual leave year is the 12 month period beginning 1 April each year.
- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.
- For AYR staff annual leave entitlement may be taken on term days to be agreed with managers and in school holidays. The entitlement must be pro rata for AYR part-time staff who do not work every day.

**ILEA Staff**

- 27 + 2 statutory days (-5 years service)
- 29 + 2 statutory days (+5 years service)
- Plus 1 concessionary day
- Retainer fee at ½ rate during school closure periods when not on annual leave

## WBC Staff

### **Annual leave entitlement from 1 April 2010**

<b>Grouping by SCP and Grade</b>		<b>Entitlement in working days</b>	
<b>Spinal Column Point</b>	<b>Grade</b>	<b>Less than 5 years local government service</b>	<b>More than 5 years local government service</b>
1 - 3	Scale 1	25	28

Included in the above entitlement is one concessionary day applicable to employees in post on 25<sup>th</sup> December which may be taken during the Christmas period, plus the two former extra-statutory days.

### **Areas of Responsibility and Key Tasks**

#### **Main duties and responsibilities**

- Supervision and control of pupils during the mid-day break, in the dining areas and the school premises and the play areas.
- Assisting and directing pupils in the dining areas and elsewhere.
- Dealing with incidents of unruly behaviour, referring matters to the Senior Supervisor when necessary.
- The Mid-day/ Meals Supervisor would be required to assist as directed with arrangements for the administration of the taking of the school meals (including, if appropriate, the handling of dinner tickets and dinner money).
- Supporting the Authority's policies regarding healthy eating and ethnic meals etc.
- 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 organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

#### **Safeguarding**

- Show a commitment towards school policies in Equal Opportunities and Child Protection and have a full understanding of these policies and embrace all aspects of school policy in relation to these areas.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

# Earlsfield Primary School

## Person Specification

### Midday Meals Supervisor



	Essential	Desired
<b>Attributes</b>		
Committed and reliable	✓	
Positive and enthusiastic	✓	
Adaptable and helpful	✓	
Organised	✓	
Able to work well with and relate to children, colleagues and parents/carers	✓	
An interest in education and child development	✓	
Good communication skills	✓	
Willingness to participate in development and training opportunities and a commitment to self-improvement	✓	
<b>Skills and qualifications</b>		
Good level of literacy and numeracy (equivalent to GCSE grade C)	✓	
NVQ level 2/3		✓
<b>Experience</b>		
Experience of working with, supporting or caring for children		✓
Experience of working in a primary school		✓
<b>Knowledge and Understanding</b>		
An understanding of the safeguarding responsibilities of the role	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
An understanding of and commitment to equal opportunities	✓	
Basic knowledge of first aid		✓