

Woodcroft Primary School

Mealtimes Supervisor: Job Description

Reporting Arrangements

- Senior Mealtimes Supervisor and Deputy Headteacher

Context and Purpose of Job

- To work as part of a team in liaison and co-operation with school leadership, class teachers, other mealtimes supervisors, kitchen staff, parents and governors.
- To ensure that good order is maintained at all times
- To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety Statements
- To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying

Principal Accountabilities

- To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break
- To supervise the entrance and exit of children in the dining area.
- To set up and lay the tables for lunchtimes and to wipe trays in the dining hall
- To carry out associated ancillary duties such as clearing up spillages
- To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
- To deal with any disagreements between children in a fair manner
- To look out for and report any child who is isolated or upset
- To initiate and organise appropriate playtime games and encourage participation
- To support pupils within the classroom as required and appropriate to the scope responsibilities
- To supervise the use and storage of play equipment.

Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.