



Job Description

Job Title	Midday Meals Supervisor (part-time)
Venue	Burdett-Coutts and Townshend Foundation C.E. Primary School
Salary Grade	Band 1 Scale 1
Responsible to	The Headteacher and Governing Body
Line Manager	Caroline Hall, HLTA & Senior Meals Supervisory Leader
Purpose:	Working under the direction of the Senior Meals Supervisory Leader to provide support for pupils requiring assistance at meal times and with personal hygiene routines after lunch, and to assist classroom staff in the supervision of the lunchtime play activities both in the classroom and the playground.
Main Duties	<ul style="list-style-type: none"> • To work with the other midday supervisors, to assist kitchen staff in the setting up of the hall for lunch. This will include putting out tables and chairs, setting out plates, cutlery and other utensils. • To actively supervise the dining room procedures: <ul style="list-style-type: none"> ➢ carrying of meal to the table ➢ assisting with the service at the table ➢ training children in the correct use of cutlery ➢ clearing and stacking table equipment and serving dishes ➢ wiping and re-setting tables if necessary ➢ cleaning up food and water spillages on tables and floors • To assist with the serving of meals for specific groups of children; usually a specific class group. • To assist, where necessary, individual children who require help eating their lunch, under the direction of the class teacher. • To operate within the procedures, policies and guidelines of the School Handbook. • To work within the guidance and spirit of the Borough and the school policy for Equal Opportunities. • To fulfil any other duties that may be reasonably required by the School management.





Headteacher: Mrs Rosetta Dyer B.Ed Hons. NPQH

Behaviour Management	<ul style="list-style-type: none"> • To follow the Ready , Respectful and Safe behaviour guidelines • To maintain order and the safe transfer of pupils to and from the dining area. • Positively encourage good behaviour and table manners and hygiene.
Working with SEND / Medical Needs pupils	<ul style="list-style-type: none"> • To undertake physical management and personal welfare tasks including toileting, management of eating, positioning and dressing. • To be familiar with current first aid procedures in school and to act accordingly in the event of a pupil having an accident.
Health & Safety	<ul style="list-style-type: none"> • To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Senior Meals Supervisory Leader
Training and Development	<ul style="list-style-type: none"> • To participate in professional development as set by the school during INSET days. Midday supervisors will be expected to attend training for their equivalent hours on these days. • Be responsible for organising play activities in the playground or indoors if a wet playtime.
Families and Safeguarding	<ul style="list-style-type: none"> • To adhere to need for confidentiality at all times. • To know the Designated Safeguarding Lead, (DSL) and report any safeguarding concerns to the safeguarding team on the day of the incident.

This job description will be reviewed annually and revised as appropriate.



I can do all things through HIM who gives me strength.



Person Specification

E = Essential experience

D = Desired experience but not essential

Description	Shortlisting
Experience	
Experience of working with children and young people (either paid or unpaid)	E
Experience of supervising students in a school environment	D
Qualifications	
First Aid certificate	D
Professional Knowledge	
Knowledge of basic Health and Safety and First Aid	E
A knowledge and understanding of the welfare and social needs of pupils during the midday break	D
Professional Skills and Attributes	
Effective communication skills	E
Ability to work effectively as part of a team and to apply given instructions	E
Ability to react calmly and quickly in an emergency	E
Ability to form good relationships with young people and understand the behaviour exhibited by adolescents in their formative years	E

Please contact: Karen Baker at office@burdettcoutts.co.uk / 020 7828 6790 for further details.

Closing date: Midday (12.00pm) on Friday 20th September 2019

Short Listing: Friday 20th September 2019 after 12.00pm

Interviews: Week Beginning 23rd September 2019

