ST WILFRID’S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION
Midday Meals Supervisor

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

JOB PURPOSE
To provide supervision at lunchtime to ensure the safety of children and ensure an appropriate environment for the enjoyment of the lunchtime period.

Professional values and practices
- Develop effective working relationships in a manner that promotes trust and confidence as expected of the role.
- Make a positive contribution to the Distinctive Catholic Nature of the school through effective working relationships
- Take responsibility for own professional development
- Be proactive in supervision to identify potential problems before they arise, e.g. watching movement of children on the playground to avoid accidents etc.

Competencies, Knowledge and Understanding
- An ability to relate to children in an open and friendly manner
- Be able to communicate effectively with colleagues and children
- Be able to work unsupervised and with initiative
- Be able to deal sensitively with problems and resolve conflicts fairly and with due regard to children’s self-esteem

Tasks:
- Prepare the hall for lunches, setting out tables and chairs.
- Supervise, as part of a team, up to 200 children at any one time, clearing up and dealing with any problems as necessary
- Monitor timing to ensure children have sufficient time to eat their lunch and return to class promptly
- Agreement to administer first aid and undertake first aid training
• Clearing the hall for school use within restricted time – ensuring everything is put away and the hall is left safe for use and the tables have been cleaned
• Checking of cleaning equipment
• Notifying office of any problems that have arisen at lunchtime
• Supervise children on playground/field

**Pupil Welfare**
• Listen to children’s problems/complaints in a sensitive and fair way
• Be aware of the school’s policy for Child Protection
• Follow the school’s first aid procedures and respond quickly and appropriately to accidents and injuries
• Follow the school’s policies on Behaviour

Whilst every effort has been made to explain the main duties, responsibilities and accountabilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.