



NIGHTINGALE
SCHOOL

Job description: Midday Meals Supervisor

Job details

Salary: Scale 2 - £27,711 - £28,128 - FTE

Hours: 10hours per week, Term Time Only

Contract type: Permanent

Reporting to: Phase Leaders

Purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play).
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher.
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers.

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area.
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- After appropriate training, administer first aid as required and follow protocols for reporting this.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feedback concerns relating to pupils' health and safety to a senior member of staff.

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour.

Play

- Organise play activities to encourage pupils to play and make use of play equipment.
- Offer educational instruction where needed to help pupils to share play equipment.
- Help to resolve issues between pupils during play activities.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns in a timely manner where necessary.
- Promote the safeguarding of all pupils in the school.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues including maintaining open and effective lines of communication.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 9th February 2024

Next review date: February 2027

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
