Stoke Mandeville Combined School

Caring, Inspiring and Achieving Together

JOB DESCRIPTION

Post: Midday Meals Supervisor

Main purpose of the post

To provide adequate supervision of the children during mealtime and playtime over the lunch break. To set furniture out at the beginning of the lunch break and to clean and remove the furniture at the end of lunch.

Main Duties and Responsibilities

Care and supervision of children

- To supervise the children during the lunch break either in the hall or on the playground.
- To maintain the high standards of behaviour expected of the children through being **positive** in your approach and not accepting rude or discourteous behaviour. Please follow the Behaviour Policy. In the event of an emergency, please ask for support.
- During wet lunchtimes, supervision will be of the hall and the classrooms
- To assist particularly the younger children with opening flasks, packets, buttoning coats, etc.
- To report relevant issues to the class teacher at 1.20pm and complete any incidents or behaviour concerns using our Medical Tracker and CPOMS systems.
- To refer any case of very poor behaviour, serious injury or safeguarding issues to the Headteacher or Deputy Head.
- To be responsible for the safe play of the children, as directed by the Headteacher.
- Any minor illness or injury to be dealt with immediately by those supervising in the hall, and any serious cases reported to the appropriate member of staff.
- To encourage standards of good behaviour by dealing with all children in a positive, firm and fair manner.
- To seek advice and follow guidance when dealing with children who have special educational needs.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To have due regard to for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the school's Safeguarding Policy.
- To work in cooperation with other staff for the good of all children.

Furniture/Cleaning responsibilities

- To set out the furniture in the hall before the beginning of the lunch break and to wipe down table surfaces prior to removing the furniture at the end of lunch break, followed by sweeping the floor.

Meetings

- To attend in-service training when required by the school.