

Role Profile

Location:	St Andrew's CE Primary School
Job Title:	Mealtime Supervisor – NJC Spine Point 2
Grade:	FTE 0.2, 7.5 hours per week (11:45-1:15pm), 40 weeks per year
Actual salary:	£5,191
Reports to:	Headteacher, Deputy Headteacher or Learning Mentor

1. Purpose of Job:

To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break.

To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors.

2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive

- 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 from the dining area(s)
- To set up and lay the tables for lunchtimes and to wipe trays in dining hall
- To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures
- To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
- To check packed lunch boxes for allergy related items, such as nuts
- To be aware of any child's specific dietary needs, such as allergies, intolerance, cultural or religious

- To be aware of and cater for any child's additional support needs, such as autism, diabetic etc. where necessary during the mealtime break
- To support child's independence by encouraging good social behaviour at mealtimes, such as correct use of cutlery, noise levels
- 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 the appropriate person
- To report any incident with child(ren) to class teacher and complete incident report/alert form
- 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
- To supervise older children who assist/mentor younger children at mealtimes
- To initiate play activities in playground
- May be the qualified first aider and administer first aid as appropriate after training

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The School's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

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Knowledge, training and experience

- Good numeracy and literacy skills
- Knowledge of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying etc.
- Knowledge of cultural and religious dietary requirements
- Knowledge of food allergies
- Willingness to undertake training and attend courses as required, such as first aid, games, behaviour

Skills

Planning, organising and controlling skills

- Planning to ensure the welfare and safety of children throughout the mealtime break
- Planning to ensure that all tasks are completed within strict and given timescales, such as all children have lunch within mealtime break, dining areas ready at set time etc.
- Planning pupils dining times around clubs/groups timetables
- Some pre-planning of play activities, such as set activities on certain days

Communication and influencing skills

- Communicate according to child(ren)'s needs, such as culture, age, additional support needs etc.
- Supervise groups of children and encourage good behaviour within dining areas and playgrounds
- Encourage and motivate good behaviour through playing of games
- Provide feedback to class teacher/all school staff and complete incident reports/alert forms

Initiative and Innovation skills

- Work within and comply with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline
- Use of initiative in ensuring that school routines are followed, such as entry and exit of playgrounds and dining areas
- Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children at mealtime break, such as minor injuries, incidents of bullying, deciding when to call for additional help
- Use of initiative in playing games to promote and motivate good behaviour

Supplementary Information Form

Post Title	Mealtime Supervisor
Service Area	St Andrew's CE Primary School
Job Ref Number	For office use
Budget management accountability	<p>Please describe the accountability for managing budgets and their value, if applicable</p> <p>None</p>
Staff management accountability	<p>Please describe the accountability for managing or supervising employees or equivalent, if applicable</p> <p>None – requirement for team working</p>
Physical effort	<p>Please describe the nature of any physical effort associated with the job that is over and above normal office requirements. It is important to also describe the frequency of the effort (for example, 'on average once a week', 'most of the time')</p> <p>Daily requirement to set up dining areas (moving tables/chairs), laying of tables etc.</p> <p>Requirement to clear up spillages in dining area</p> <p>Daily requirement to clean dining areas at end of each mealtime break</p>
Working environment	<p>Please describe the nature of any adverse working conditions associated with the job. Please include people related behaviour including abuse and aggression from the public and environmental working conditions such risk of injury from people, dirt, smells and noise. It is important to also describe the frequency of the condition (for example, 'on average once a week', 'most of the time')</p> <p>Playground supervision in all weathers</p> <p>Dining areas can be noisy – plus requirement to ensure safety of children re hot food, using cutlery etc.</p> <p>Occasional exposure to outbursts of bad behaviour from pupils, such as biting, kicking, hitting. and/or making safe unpleasant substances</p>