

**Role Profile / Job Description**

**Mealtime Supervisor**

**Holly park Primary School**

Location: A Community School within London Borough of Barnet

Job Title: Mealtime Supervisor – Level 1

Grade: A

Reports to: Headteacher, Deputy Headteacher and School Business Manager

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.

1. **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
* 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. 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

1. **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.

1. **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 Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

1. **The Council’s Commitment to Equality**

To deliver the council’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.

**Supplementary Information Form**

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| **Post Title** | **Mealtime Supervisor** |
| **Service Area** | **A Community School within London Borough of Barnet** |
| **Job Ref Number** | For office use |
| **Budget management accountability** | None |
| **Staff management accountability** | None – requirement for team working |
| **Physical effort** | Daily requirement to set up dining areas (moving tables/chairs), laying of tables etc.  Requirement to clear up spillages in dining area  Daily requirement to clean dining areas at end of each mealtime break |
| **Working environment** | Playground supervision in all weathers  Dining areas can be noisy – plus requirement to ensure safety of children re hot food, using cutlery etc.  Occasional exposure to outbursts of bad behaviour from pupils, such as biting, kicking, hitting. and/or making safe unpleasant substances |