



Job Title:	Mealtime Supervisor – Level 1
Grade:	A (JE 0442)
Reports to:	Deputy Headteacher and Senior MTS
Salary:	£25,854 - £27,03 FTE £4,595 - £4,804 Pro Rata
Hours:	1.5 hours per day Mon – Fri Term Time Only

Role Profile

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:

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
- ✓ To set up, lay and wipe the tables for lunchtimes 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, diabetes 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 when necessary
- ✓ 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 Colindale'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.

5. Colindale Primary School's Commitment to Equality

All staff are expected to promote equality in the work place

6. The School's Commitment to Safeguarding

At Colindale Primary School we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

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PERSON SPECIFICATION

Knowledge, training and experience
<ul style="list-style-type: none"> ✓ 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
<p>Planning, organising and controlling skills</p> <ul style="list-style-type: none"> ✓ 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 having 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

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
- ✓ Use of initiative in playing games to promote and motivate good behaviour