

## **JOB DESCRIPTION**

### **MEALS SUPERVISOR**

**REPORTS TO: -**

**GRADE: - SC2**

#### **Main Purpose of the job**

To work as part of a team of adults including teachers and other support staff, to promote the learning and well being of all pupils. To take responsibility for the supervision, health and safety and control of pupils during the midday break both during dining and play.

#### **Summary of Responsibilities and Duties**

##### **Support for Pupils**

- Supervise pupils receiving school meals and packed lunches ensuring orderly conduct and good behaviour.
- Promote and encourage healthy eating and balanced choices of food. Be aware of the varying dietary requirements of pupils for medical or cultural reasons.
- Supervise pupils in the play area or within the building in the event of bad weather ensuring that a safe environment is maintained and that the school's behaviour policy is adhered to.

##### **Support for Teachers**

- Respond to the welfare needs of pupils by comforting them or applying first aid, reporting any concerns on the general well being of the pupils to the senior midday supervisor or the class teacher.
- In accordance with the school's child protection policy report any concerns about individual pupils to the senior midday supervisor or the class teacher.

##### **Support for the Curriculum**

- Encourage appropriate exercise and activities to promote the health and well being of pupils.

- Encourage and develop pupils' understanding of team activities as well as individual pursuits.
- Support and encourage the development of pupils' social interaction with each other.

### **Support for the School**

- Assist with any administrative processes involved in taking school meals and packed lunches.
- Ensure that any people entering the play area from outside the school are identified and escorted to the school reception.
- Maintain awareness and observe the school guidelines on security.

### **Equalities**

Ensure implementation and promotion in employment and service delivery of the Council's/School's equal opportunities policies and statutory responsibilities.

## PERSON SPECIFICATION

**JOB TITLE:** Meals Supervisor

**POST NO:**

**DEPARTMENT:**

**GRADE:** SC2

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Equal Opportunities**

Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues. **S**

### **Knowledge**

Good health and hygiene procedures. **S**

Needs of children and families in a multi-racial, inner city area. **S**

### **Skills**

Ability to work as part of a team

Communication Skills

### **Experience**

Experience of working with groups of children. **S**

### **General Education**

Current Food Handling & Hygiene certificate

**Personal Qualities**

Sensitivity and awareness of the needs of young children

**Physical**

Generally candidates must meet the standard Lewisham requirements for the post

Good general health

Able to attend meetings / site visits in locations both inside and outside of the borough.

Able to use computer, telephone, and read correspondence

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