

Westvale Park Primary Academy Midday Meals Supervisor

Job Description

Job title:	Midday Meals Supervisor
Reporting to:	Office & Nursery Administrator
Location:	Westvale Park Primary Academy
Type of position:	Permanent – Term Time Only (2 hours per day, 10 hours per week)

The Role

To prepare the dining room for school lunches and clear away afterwards and to supervise Pupils whilst they eat lunch.

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- Working with supervisory assistants and catering staff to ensure that the school lunch breaks start and finish on time. Ensuring that pupils have either a cooked or packed lunch and supervising the pupils over the lunch period.
- Serving drinks to the pupils.
- Supporting children who feel ill/become unwell during lunch service.

Person Specification

- Experience of working in an environment where there are children and young people would be desirable but not necessary.
- Knowledge of basic hygiene procedures.
- Ability to work effectively and supportively as a member of the school team.
- Ability to work in an organised and methodical manner.
- Maintain confidentiality of all school matters.

Child Protection

This role will not normally involve unsupervised contact with pupils; however in the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection and will require a DBS certificate.

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.



Name of Employee:	
Signed:	
Date:	