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| **Lunchtime and School Meals Supervisor Job Description** |



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| **Contractual Details** |
| **Post Title:** | Lunchtime and School Meals Supervisor |
| **Contract type:** | Permanent✓ | Fixed Term | Full time | Part time✓ |
| **Salary:** | £5,312.40 |
| **Contractual Hours:** | Monday – Friday: 11.30am – 13.30pm (2 hours) |
| **Reports to:** | The Headteacher/ other nominated contact |

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| **Job purpose**  |
| To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas. |

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| **Post Holder’s Responsibilities** |
| * Ensure there is a secure and welcoming facility to supervise pupils in eating their meal in lunch designated areas of the school. Responsible for the health, safety, conduct and well-being of all pupils during the lunch rota whilst adhering to school policies and procedures.
* To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
* To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
* To maintain good order in dining areas.
* To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
* To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
* To assist in the clearance of any spillages and wiping down, clearing or resetting of tables.
* To assist in the setting up and removal of dining room furniture where necessary.
* To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
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| **Knowledge & skills**  |
| * No formal qualifications or previous experience are required but the ability to promote positive expectations for good pupil behaviour, and establish good relationships with both staff and pupils is essential. Additionally, candidates must be able to recognise and demonstrate sensitivity to individual pupils’ needs.
* Necessary training in food handling may be required.
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| **Key contacts and relationships** |
| * This role involves a high-level of interaction with individual and groups of pupils.
* Duties carried out will involve working co-operatively with other lunchtime supervisory assistants, or liaising with other members of school staff.
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| **Supervision and management** |
| * Support will be available from the Headteacher or appropriate other designated members of staff.
* Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters.
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