# Wingfield Primary School

## Job Description

**Job Title:** **Midday Meals Supervisor**

**Reporting to:** **Senior Meal Supervisor**

**Purpose of Job**

As part of a team of Mid-day Meals Supervisors, reporting to the Senior Supervisor, to be responsible for the supervision and assistance of pupils during the mid-day break. Duties will include responsibility for the orderly conduct of pupils taking the school meal and that of pupils in and around the school buildings during the mid-day break.

**Main Activities and Responsibilities**

1. Supervision of pupils during the mid-day break, in the dining areas, about the school premises and in play areas, ensuring their safety and wellbeing.
2. Assisting and directing pupils in the dining area and elsewhere, dealing with incidents of unruly behaviour and referring matters to the Senior Supervisor when necessary.
3. Assisting as directed with the maintenance of orderly arrangements both for the taking of the school meal and the use of the building and other areas by pupils.

**At this level the employee will be expected to**:

- Help with the care and support of pupils
- Provide effective support for colleagues

**This will involve:**

- Contributing to the management of pupil behaviour
- Supporting the maintenance of pupil safety and security
- Contributing to the health and well-being of pupils