



THAKEHAM PRIMARY SCHOOL
Executive Headteacher: Mrs K Houston
Deputy Headteacher: Mrs R Stender
Operations Manager: Mrs G Ritchie
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Job Description for a Midday Meals Supervisor at Thakeham Primary School

Responsible for supervision of children during the midday break, including supporting a high standard of pupil behaviour during mealtimes and acting as a responsible, caring adult with the health, safety and welfare of the children always in mind.

Responsible to: The Operations Manager

Main Duties:

1. Preparing the hall for the lunch period, including setting up the dining tables.
2. Supervising and supporting the children during lunchtimes which will usually be in the hall but may be outside in the playground on occasion.
3. Clearing away and cleaning the hall after the lunch period, including putting away the dining tables.
4. Establishing good relationships with pupils and encouraging positive attitudes and social interaction at lunchtime.
5. Assisting pupils as needed, whilst promoting independence with lunchtime routines and skills.
6. Adhering to all school policies, in particular those relating to Behaviour and Health & Safety.
7. Undertaking training and professional development as required

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Courage • Ambition



Respect • Enjoyment