

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: School Meals Supervisor

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Directorate: [School name - amend as appropriate]

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Reporting to: Senior School Meals Supervisor

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Grade: Scale 2

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## Job description

- Purpose of the post:
- To ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and in play activities. Responsible for the health, safety, conduct and well being of all pupils and in particular those in the class allocated under the duty rota.
  - To ensure the smooth running of meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

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Main duties and responsibilities:

### **Support for Pupils:**

#### At mealtime:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Teach games to the pupils.
- Ensure that the pupils wash and dry their hands.
- Ensure that the pupils move through the school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in an acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

### At Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Operate a 'band' system to go to the lavatory, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class.
- Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground whilst adhering to the appropriate policy.
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all.

### At Wet Playtime: (in addition to the above)

- Supervise a class while they play classroom games, draw or finish school work.
- Read stories or play games.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

### **Communication:**

- To recognise and report on child protection issues according to school policy.
- Tick the attendance register each day.
- Be aware of school events by looking at the whiteboard in medical room and staff room, and reading the newsletter.
- Ensure that the 'Class Behaviour Book' is used to record incidents.
- Ensure that stickers are used to record incidents involving pupils in other classes and that these are passed to the appropriate person.
- Communicate any general concerns to the class teacher at the end of the lunchtime.
- Tick class on behaviour chart each day if class have earned it.

### **Support for the School:**

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom and the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- Take part in the school's performance management system.
  - Attend governing body meetings on a regular basis.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		
1. None.		
<b>Experience</b>		
2. Working with or caring for pupils of relevant age.	✓	
<b>Knowledge</b>		
3. Understanding of relevant polices/codes of practice and awareness of relevant legislation.	✓	
4. Commitment to and understanding of Equal Opportunities.	✓	
5. Basic understanding of child development and learning.	✓	
<b>Skills</b>		
6. Good numeracy / literacy skills and communication skills.	✓	
7. Confidence in dealing with young people, maintaining discipline and motivation.	✓	
8. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
9. Ability to relate well to pupils and adults.	✓	
10. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
11. Display commitment to the protection and safeguarding of children and young people.	✓	