



Hollymount School

Job Description & Person Specification

Midday Meals Supervisor

JOB PURPOSE

To supervise and ensure the safety of children throughout the midday break. To encourage children to treat each with respect and to follow the school's behavior policies.

ACCOUNTABLE TO:

Responsible to the, Headteacher, through the School Business Manager, receiving instruction and reporting as appropriate

Main duties / responsibilities

- To implement instructions from the school regarding the supervision of children throughout the lunchtime and having regard for school policies
- Supervision of the dining hall
- To ensure the safety of children during the lunchtime break.
- Required to report any serious behavioral incidents to the SLT as appropriate.
- To provide any necessary assistance to children in respect of meal time manners, cutlery use, polite conversation, cleaning plates/containers and seating arrangements.
- To deal with minor behaviour problems and report persistent poor behaviour to the Class teacher or SLT
- To deal with minor accidents and report serious incidents to a First Aider as soon as possible. Administer basic First Aid - equipment will be given.
- Engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period
- Ensure that you are a positive role model for the children showing all the school values at all times
- To support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Data Protection

It is essential when working with computerised systems that you are fully aware of your responsibility at all times.

Equal Opportunities

We are an **equal opportunity** employer and our policies and practices ensure that no person will be discriminated against for reasons of race, gender, disability, sexual orientation, pregnancy or maternity, religion or belief, age, gender reassignment, or marriage and civil partnership.

Health and Safety

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school. To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals

Safeguarding

Hollymount Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. To have a due regard for safeguarding and promoting welfare of children and young people and to follow all associated child protections and safeguarding policies as adopted by the school and Local Authority. This post is subject to an enhanced disclosure from the Disclosure & Barring Service.



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Person Specification

Midday Meals Supervisor

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Shortlisted candidates will be selected entirely on the extent to which they meet the **essential criteria, bold text** – in the person specification, in their application form. Candidates will be expected to demonstrate knowledge and understanding of all the criteria outlined in the person specification (essential and desirable) showing evidence of having applied (or an awareness of how to apply) this in the school context at interview.

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| <p>KNOWLEDGE, SKILLS AND APTITUDES</p> | <ul style="list-style-type: none"> • An understanding of the needs and cultures of people in the local community • Able to work as part of a team <ul style="list-style-type: none"> ▪ Must like children and can accept and cope with diverse behavior and problems presented by pupils in school • Able to show initiative regarding the safety of pupils • Be empathic and react appropriately to children's behaviours and emotions |
| <p>EXPERIENCE</p> | <ul style="list-style-type: none"> • Experience of working with children of relevant age • Experience of working with children with special educational needs and an appreciation of their requirements |
| <p>OTHER REQUIREMENTS</p> | <ul style="list-style-type: none"> • First Aid qualification • Commitment to own personal development, being prepared to undertake training relevant to the post • Legally entitled to work in the UK (Asylum and Immigration Act 1996). |