

JOB DESCRIPTION: Meal Time Supervisor

Rosh Pinah Primary School
Line Manager: School Business Manager

Main Purpose of Job

- Duties to include: wiping of tables, clearing of trays and plates during the lunchtime service.
- To ensure that all tables, plates, trays are cleared away throughout the lunch period and that the floor and hall in general is clean and ready for the afternoon session.
- To support teaching and support staff during the lunchtime service with the clearing of any mess or spills as they occur.
- To undertake any reasonable additional duties when requested by the Head Teacher or the Senior Leadership Team

Lunch Arrangements

- No eating and drinking during the lunch break
- To set up the Hall before lunch and maintain high standards of hygiene and safety

Behaviour

- To assist in maintaining a high standard of behaviour amongst pupils following the Rosh Pinah Positive Behaviour Policy
- To report serious discipline and safety issues to the class teacher and /or a member of the Senior Leadership Team

First Aid

- To be trained or undertake training in basic First Aid
- To send/accompany injured or sick children to the designated First Aider

Professional Development

- To keep abreast of all Safeguarding requirements and carry out the School procedures as in the Safeguarding Policy
- To be aware of relevant policies including Health and Safety, Special Educational Needs and Inclusion and Equal Opportunities