

## **MIDDAY MEALS SUPERVISOR - JOB DESCRIPTION**

### **Responsible to the Principal**

#### **Description of duties:**

- To supervise groups of children during the school lunch sessions and in the playground
- To ensure any accidents or incidents during the lunch period are dealt with and recorded on a daily basis as required by the school
- To lay out and put away tables and chairs in the school hall
- To sweep and spot mop the dining hall floor and keep tables and chairs to an acceptable level of hygiene
- To ensure dining hall is cleared of rubbish at the end of school lunch times
- To adhere to the school policies for Equal Opportunities, Health and Safety, Behaviour and Personal and Social Education
- To work within a framework of confidentiality and discretion at all times
- To undertake other such duties appropriate to the grade and character of work as may reasonably be required within Blackthorns Community Primary Academy

This job description may be reviewed at any time in consultation with the post holder.