

| Mealtime Supervisor | | Level 1 | Level 2 |
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| Purpose | | To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break. | To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break. |
| | | To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors. | To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors. |
| Key accountabilities | | Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out. | Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out. |
| | | <p>This list is not exhaustive</p> <p>To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break</p> <p>To supervise the entrance and exit of children from the dining area(s)</p> <p>To set up and lay the tables for lunchtimes and to wipe trays in dining hall</p> <p>To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures</p> <p>To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate</p> <p>To check packed lunch boxes for allergy related items, such as nuts</p> <p>To be aware of any child's specific dietary needs, such as allergies, intolerance, cultural or religious</p> <p>To be aware of and cater for any child's additional support needs, such as autism, diabetic etc. during the mealtime break</p> <p>To support child's independence by encouraging good social behaviour at mealtimes, such as correct use of cutlery, noise levels</p> <p>To deal with any disagreements between children in a fair manner</p> <p>To look out for and report any child who is isolated or upset to the appropriate person</p> <p>To report any incident with child(ren) to class teacher and complete incident report/alert form</p> <p>To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety Statements</p> <p>To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying</p> <p>To supervise older children who assist/mentor younger children at mealtimes</p> <p>To initiate play activities in playground</p> <p>May be the qualified first aider and administer first aid as appropriate after training</p> | <p>This list is not exhaustive.</p> <p>THE MEALTIME SUPERVISOR LEVEL 2 ADDITIONAL DUTIES INCLUDE:</p> <p>To liaise with all teams within the school to ensure smooth running of dining areas and play areas and safety and welfare of all pupils including those with additional support needs and/or behavioural problems</p> <p>To devise the rota of duties for other mealtime supervisors, such as dining area, play areas, and/or welfare areas</p> <p>To cover mealtime supervisors absences by reallocating duties from rota as required</p> <p>To report to Head teacher if additional mealtime supervisors are required to cover duties and to ensure the welfare of children at all times</p> <p>To devise the rota of duties for older children who assist/mentor younger children at mealtimes</p> <p>To participate in the recruitment process of new mealtime supervisors. This may include the interview process.</p> <p>Ability to train/demonstrate duties to new employees</p> <p>May take additional first aid courses as required such as epi-pens, anaphylaxis awareness training</p> <p>PLUS MEALTIME SUPERVISOR LEVEL 1</p> <p>To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break</p> <p>To supervise the entrance and exit of children from the dining area(s)</p> <p>To set up and lay the tables for lunchtimes and to wipe trays in dining hall</p> <p>To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures</p> <p>To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate</p> <p>To check packed lunch boxes for allergy related items, such as nuts</p> <p>To be aware of any child's specific dietary needs, such as allergies, intolerance, cultural or religious</p> <p>To be aware of and cater for any child's additional support needs, such as autism, diabetic etc. during the mealtime break</p> <p>To support child's independence by encouraging good social behaviour at mealtimes, such as correct use of cutlery, noise levels</p> |

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| | | | <p>To deal with any disagreements between children in a fair manner</p> <p>To look out for and report any child who is isolated or upset to the appropriate person</p> <p>To report any incident with child(ren) to class teacher and complete incident report/alert forms</p> <p>To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety Statements</p> <p>To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying</p> <p>To supervise older children who assist/mentor younger children at mealtimes</p> <p>To initiate play activities in playground</p> <p>May be the qualified first aider and administer first aid as appropriate after training</p> |
| Knowledge, training and experience | <p>Good numeracy and literacy skills</p> <p>Knowledge of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying etc.</p> <p>Knowledge of cultural and religious dietary requirements</p> <p>Knowledge of food allergies</p> <p>Willingness to undertake training and attend courses as required, such as first aid, games, behaviour</p> | | <p>Good numeracy and literacy skills</p> <p>Knowledge and understanding of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying etc.</p> <p>Knowledge of cultural and religious dietary requirements</p> <p>Knowledge of food allergies</p> <p>Willingness to undertake training and attend courses as required, such as first aid, games, behaviour</p> <p>Experience of being Mealtimes Supervisor</p> <p>Understanding of team motivation</p> |
| Planning, organising and controlling skills | <p>Planning to ensure the welfare and safety of children throughout the mealtimes break</p> <p>Planning to ensure that all tasks are completed within strict and given timescales, such as all children have lunch within mealtimes break, dining areas ready at set time etc.</p> <p>Planning pupils dining times around clubs/groups timetables</p> <p>Some pre-planning of play activities, such as set activities on certain days</p> | | <p>Planning to ensure the welfare and safety of children throughout the mealtimes break</p> <p>Planning to ensure that all tasks are completed within strict and given timescales, such as all children have lunch within mealtimes break, dining areas ready at set time</p> <p>Planning pupils dining times around clubs/groups timetables</p> <p>Some pre-planning of play activities, such as set activities on certain days</p> <p>Planning for rotas (mealtimes supervisors and older children) on a termly basis and ability to amend on a daily basis as circumstances dictate</p> |
| Communicating and influencing skills | <p>Communicate according to child(ren)'s needs, such as culture, age, additional support needs etc.</p> <p>Supervise groups of children and encourage good behaviour within dining areas and playgrounds</p> <p>Encourage and motivate good behaviour through playing of games</p> <p>Provide feedback to class teacher/all school staff and complete incident reports/alert forms</p> | | <p>Communicate according to child(ren)'s needs, such as culture, age, additional support needs etc.</p> <p>Supervise groups of children and encourage good behaviour within dining areas and playgrounds</p> <p>Encourage and motivate good behaviour through playing of games</p> <p>Provide feedback to class teacher/all school staff and complete incident reports/alert forms</p> <p>Train/demonstrate duties to new employees</p> <p>Ensure team is aware to any specific needs of an individual child</p> |

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| Initiative and innovation skills | | Work within and comply with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline | Work within and comply with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline |
| | | Use of initiative in ensuring that school routines are followed, such as entry and exit of playgrounds and dining areas | Use of initiative in ensuring that school routines are followed, such as entry and exit of playgrounds and dining areas |
| | | Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children at mealtimes break, such as minor injuries, incidents of bullying, deciding when to call for additional help | Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children at mealtimes break, such as minor injuries, incidents of bullying, deciding when to call for additional help |
| | | Use of initiative in playing games to promote and motivate good behaviour | Use of initiative in playing games to promote and motivate good behaviour |
| Budget accountability | | | Use of initiative in reporting incidents to head teacher that may require additional action relating to child, such as behavioural problems |
| | | | Use of initiative in reporting mealtimes supervisor feedback to head teacher or deputy head teacher, such as on new school policy or changes in policy |
| | | None | Minimal – occasional purchase of consumables, gloves, juice, play equipment |
| | | | |
| Staff accountability | | None – requirement for team working | Participation in recruitment process |
| | | | Supervision of mealtimes supervisors and older children who assist/mentor younger children, such as rotas |
| | | | Ensures all duties/tasks completed on a daily basis and within strict timescales |
| | | | |
| Physical effort | | Daily requirement to set up dining areas (moving tables/chairs), laying of tables etc. | Daily requirement to set up dining areas (moving tables/chairs), laying of tables etc. |
| | | Requirement to clear up spillages in dining area | Requirement to clear up spillages in dining area |
| | | Daily requirement to clean dining areas at end of each mealtimes break | Daily requirement to clean dining areas at end of each mealtimes break |
| | | | |
| Work environment | | Playground supervision in all weathers | Playground supervision in all weathers |
| | | Dining areas can be noisy – plus requirement to ensure safety of children re hot food, using cutlery etc. | Dining areas can be noisy – plus requirement to ensure safety of children re hot food, using cutlery etc. |
| | | Occasional exposure to outbursts of bad behaviour from pupils, such as biting, kicking, hitting. and/or making safe unpleasant substances | Occasional exposure to outbursts of bad behaviour from pupils, such as biting, kicking, hitting and/or making safe unpleasant substances |
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