



WEST SUSSEX COUNTY COUNCIL

ST MARGARET'S C.E. PRIMARY SCHOOL

ARUNDEL ROAD, ANGMERING, WEST SUSSEX. BN16 4LP

Headteacher: Mr M Jee

Telephone: (01903) 785416

JOB DESCRIPTION

<u>Location</u>	-	St Margaret's CE Primary School, Angmering
<u>Job Title</u>	-	Mid-day Meals Supervisor General
<u>Responsibility to</u>	-	Head Teacher
<u>Grievance Officer</u>	-	Head Teacher

Duties

1. Supervising children washing their hands
2. Lining children up
3. Seating and serving children for their lunch when applicable
4. Supervising children whilst eating their packed lunches/school dinners
5. Dismissing children at the end of lunch
6. Mopping up after spillages, accidents and cleaning tables
7. Encouraging productive play in the playground
8. Maintaining good standards of behaviour at all times
9. Reporting bad behaviour to senior staff
10. Supervising children in their classes in inclement weather
11. Comforting ill or distressed children and taking/sending them to the office
12. Any other duty deemed necessary

Organisational Relationships

1. The mid-day meals supervisor ultimately is accountable to the Headteacher
2. The mid-day meals supervisor works under the direction and supervision of senior staff

Hours of Duty

The hours of duty will be as those stated at the time of appointment to the post, or as agreed between the postholder and Headteacher

Confidentiality

The mid-day meals supervisor is required to respect the confidentiality of all matters relating to the school, pupils and staff