



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 School Hall
<u>Responsibility to</u>	-	Head Teacher
<u>Grievance Officer</u>	-	Head Teacher

DUTIES

1. Setting out and putting back dining room furniture ready for lunch
2. Register children for lunch
3. Seating children in an orderly fashion
4. Supervising children in the school hall eating their hot meal
5. Maintain good standards of behaviour and manners
6. Supervise children clearing their tables
7. Liaise with kitchen staff
8. Ensure school hall is left clean and tidy to include sweeping and mopping floor
9. Any other activities in the interest of the children

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