

## JOB DESCRIPTION

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



*Learning God's Way*

Headteacher: Mr M Jee

01903 785416

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[stmargaretsprimary.org.uk](http://stmargaretsprimary.org.uk)

## **DUTIES**

1. Setting out and putting back dining room furniture ready for lunch
2. Seating children in an orderly fashion
3. Supervising children in the school hall eating their hot meal
4. Helping children to cut up food as necessary
5. Pour out water or milk
6. Maintain good standards of behaviour and manners
7. Supervise children clearing their tables
8. Liaise with kitchen staff
9. Ensure school hall is left clean and tidy to include sweeping and mopping floor, to include using industrial floor cleaning machine
10. 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