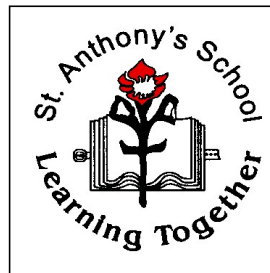


JOB DESCRIPTION



**JOB TITLE:-** Midday Meals Supervisor (MMS)

**RESPONSIBLE TO:-** Headteacher/Senior Leadership Team

**PURPOSE:-** To be responsible for the supervision of pupils in accordance with instructions issued by the Headteacher throughout the mid-day break (i.e. the interval between the close of the morning session and the recommencement of the afternoon session)

**HOURS:-** 11.30am-1.45pm – term time only

The duties of the post will be allocated by the Headteacher and include:

1. Preparation of the Main Hall in readiness for the lunch period.
2. Supervision of children waiting to enter the Main Hall/Dining Hall.
3. Supervision of children in Main Hall and ensuring pupils eat their meal in an acceptable fashion.
4. Assisting children with their meal, cutting food, providing water to drink etc and general encouragement to eat their meal.
5. Supervision of children in all areas, either inside or outside on the playground where pupils are present during the mid-day break.
6. Ensuring that pupils return into the main school building safely and in an orderly fashion.
7. To implement school behaviour sanctions according to policy guidance – please refer to Headteacher, or Senior Leadership Team for clarification of any issues.
8. To report misbehaviour to the teacher supervisor/senior supervisor and or class teacher accordingly. Serious breaches of discipline should be reported to either the Senior Leadership Team Headteacher or the Headteacher immediately.
9. Ensuring that all areas of the school are left clean and tidy.
10. To ensure that Health and Safety Regulations are followed and maintain an awareness of pupil safety at all times.
11. To adhere to school policy guidance and support the general ethos of the school accordingly.
12. To undertake all duties **reasonably** requested by the Headteacher.