



St Peter's

Church of England (Aided) Primary School
Henfield

Unlocking the potential in everyone

Midday Meal Supervisor – Job Description

Term-Time Contract

1 hour 40 minutes a day (11.30am – 1.10pm), Monday to Friday

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Function

The position is for term-time hours only, working Monday through to Friday 11.30am to 1.10pm.

The role duties are:

- setting up the integrated tables, ready for service
- assisting the children as they come into the school hall for their lunch
- supporting the children throughout lunch service
- encouraging good manners and healthy eating.

When all meals have been served, and the children have left the hall, then the hall would need to be cleaned and everything tidied away so that any afternoon lessons can safely take place in the hall.

Working with School Staff

Liaising with the Senior Leadership Team over concerns regarding children's behaviour or welfare.

Following the school commitment to safeguard the children at all times.

Attend annual safeguarding training, as appropriate.

Maintain confidentiality at all times and in line with school policies.

Holiday Entitlement

Working term-time only, there is no entitlement to annual leave. Holidays should be taken during West Sussex school holidays.

Probationary Period

The post is subject to the satisfactory completion of a 26-week probationary period.

Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.