

## Job Description

**Name:** \_\_\_\_\_

**Post:** School Meals Assistant

**School:** Crowmarsh Gifford C of E Primary School

**Scale:** Grade1

**You are responsible to the Head Teacher and Governing Body**

### **Main Responsibilities:**

The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

School Meals Assistant will follow a roster that places at least one supervisor with each class in each of the supervision areas. This roster will be displayed in the staff room.

The role of the lunchtime supervisor is to supervise the children, supporting them with eating appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers. The clearing up of spillages, wiping of tables and support of children wiping trays etc. and the leaving of the dining areas in a clean and tidy condition form part of the duties, but come second to supervision.

When the weather is suitable, children may play on the fenced playground/field area as appropriate. The use of footballs is forbidden in the middle of the playground.

In wet or cold weather, the indoor rota is put into action. (See rota) and packed lunch children are supervised in classrooms. Supervisors in the canteen will attend classrooms as soon as possible to relieve mixed groups. Lunchtime supervisors should remain with their allocated classes until the teaching staff return at 1p.m. to ensure continuity of supervision.

School Meals Assistant will have the assistance of monitors, but the burden of supervision remains with the lunchtime supervisors. A rota of duties for Y6 pupils will be given to senior supervisor at the beginning of each term.

All incidents dealt with should be reported to class teachers at the end of lunchtime, unless very serious (verbal/physical aggression) when the Head should be called immediately.

In the case of an injury, if it involves bleeding or a head injury, the child may be sent to the office in the care of a monitor, otherwise the lunchtime supervisors should see to the child using only antibacterial wipes as carried in the supervisor pouch along with protective gloves. All serious, and any head, injuries should be reported to the Head Teacher before going off duty.

School Meals Assistant should be familiar with the school health and safety and fire procedures.

In the case of absence, it is important to inform the school as early as possible.

**General responsibilities**

1. Taking appropriate responsibility for ones own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.
2. To be concerned, when necessary, with continuing the personal development of up to date knowledge about your role through school/county/national based in-service work.

Signed .....

Date .....

This job description may be amended at any time after discussion with you, but will in any case be reviewed annually as part of the performance management cycle.