##### C:\Users\Robina Baird\OneDrive - St Saviours Catholic Primary School\Desktop\School logo - JPEG new.jpg

##### **St Saviour’s Catholic Primary and Nursery School**

**Midday Meals Supervisor**

**SALARY SCALE/POINT:** Grade 3 SCP 3 £24,796.00 (pro rata for part time employees)

**LINE MANAGER:**  School Bursar

## **Main Purpose**

To support pupils in their health and nutrition as well as in improving their social skills at lunchtime.

**Duties include**

* To set up the school meal tables in the dining room before the lunch break, cleaning them in between settings and again before putting the tables away.
* To encourage pupils to queue in a safe and appropriate manner when collecting food, moving round the dining room with food and while eating food;
* To ensure health and safety regulations are followed by making pupils aware of spilt food and drink and ensuring the cleaning of appropriate areas is completed with immediate effect;
* To promote healthy eating habits in the children;
* To administer basic emergency aid to pupils as needed and to ensure relevant paper work is completed and staff informed;
* To make pupils aware of dangers especially when inclement weather;
* To work closely with other staff to ensure the smooth running of lunchtime routines

**Skills Knowledge and understanding**

**Essential**

* A basic level of literacy and numeracy.
* Ability to communicate clearly and work as part of team.

**Desirable**

* Experience of supervising pupils in a school environment.
* Knowledge of basic Health and Safety and first aid
* A knowledge and understanding of the welfare and social needs of pupils during the mid-day break