Springwell School

Job Description

Name:

Post: Meal Supervisor

Reporting to: Senior Meal Supervisor

Salary Scale: Grade 3

Date: November 2026

Purpose of the Job

- As part of a team, ensure the safety, welfare and wellbeing of children across the lunchtime period
- Take responsibility for promoting and safeguarding the welfare of children within the school
- Support the school's aims, values and policies

Key Accountabilities

- To supervise pupils in the dining hall as directed
- To encourage good behaviour, to follow the schools 'positive behaviour management policy and to liaise with school staff regarding pupils' difficult behaviour, reporting serious issues to senior members of staff
- To encourage pupils to eat in a socially acceptable manner and to behave sensibly and quietly in the dining area
- To assist with ancillary duties such as clearing up spillages, ensuring that tables are clean and clear
- To encourage children to interact with each other safely and sociably
- To ensure that school security regulations are upheld
- To provide welfare support to the children in the school. This may include undertaking minor first aid duties (if trained) and assisting children with personal hygiene

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop
- Take responsibility for safeguarding following the agreed polices at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed: **Date:**