



# **Application Pack for appointment of Midday Meals Supervisor** *(Fixed Term to 19<sup>th</sup> July 2024)*

## **Timescale**

Closing date: Friday 2<sup>nd</sup> February 2024

Interviews: w/c 5<sup>th</sup> February 2024 (or sooner, if suitable applications are received)

## **How to contact us**

Should you have any queries or wish to have an informal discussion about this post, please contact Annette Tomsett, Business Manager by email to [sbm@westgreenprimary.com](mailto:sbm@westgreenprimary.com)

Please mark application 'Private and Confidential' and send it to:  
Headteacher, West Green Primary School  
West Green Drive, Crawley  
West Sussex RH11 7EL

West Green Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment.

All appointments are subject to pre-employment checks, including an enhanced Disclosure and Barring Service with barred lists check.

In line with guidance in 'Keeping Children Safe in Education' any shortlisted candidates will be subject to online searches as part of due diligence ahead of interview.

West Green is committed to equal opportunities; we welcome applications regardless of ability, age, gender, ethnicity, sexual orientation or religion.



## **Midday Meals Supervisor - Required as soon as possible**

**Contract:** Fixed term to end of Summer Term 2024

**Hours:** 7.5 per week

**Hours to be worked** – Monday to Friday 11.45 – 13.15 (or a variation of this)

Term time only

**Grade:** 2 (Points 2-3) £22,366 - £22,737 pro rata, part time and term time only.

### **Job Purpose**

- To ensure the safety, welfare and good conduct of pupils during the midday break.
- To ensure that the dining area is cleaned and cleared at the end of the midday break (which will include moving tables).
- To supervise playground activities.

### **Job Specification**

#### **A. Supporting the children**

- Supervise the children during the lunch break both inside the school building and outside in the playground.
- Be pro-active in encouraging games and activities and help to ensure that children include each other in activities.
- Ensure standards of behaviour are maintained and encourage good manners.
- Ensure that children are always seated when eating and do not leave the dining area without permission.
- Encourage children to eat their lunch and the reason for following a healthy diet.
- Monitor the noise level so that it is kept at an acceptable rate during meal time.
- Be vigilant at all times when on duty and be aware of what is happening in different areas.
- Encourage the children to include each other during playing time showing respect for each other, adults and other children in the school.
- Hygiene: wash tables and sweep floors after children have finished their lunches and leave the hall clean and tidy for afternoon school.
- Ensure that pupils are encouraged to play sensibly in the outdoor areas and use playground equipment safely.
- Work within the School's behaviour Policy.
- Assist children with personal hygiene and changing as appropriate.

## **B. Working with the School Staff**

- Liaise with the Headteacher and/or Deputy Headteacher over concerns regarding the children's behaviour or welfare.
- Setting up the hall ready for use for midday meals.
- Follow the school commitment to Safeguarding the children at all times liaising with the Headteacher and/or Deputy Headteacher over any concerns.
- Attend training as requested.
- Discuss concerns regarding individual children with the class teacher where applicable.
- Liaise effectively with other team members to ensure all areas of the playground are covered.
- Ensure that injured children receive appropriate First Aid.
- Ensure that accidents are recorded in the accident book and that all appropriate documentation is completed when accidents occur.

## **QUALIFICATIONS/EXPERIENCE**

- High expectations of children's behaviour and conduct
- Ability to self-motivate
- Good verbal communication skills
- Ability to work independently and as part of a team
- Experience of working with children