



West Sussex County Council  
**Thomas A' Becket Infant School**

Pelham Road, Worthing, West Sussex, BN13 1JB



**Headteacher:** Mrs A Dingwall  
**SENDCo / Inclusion Manager:** Mrs T Bourne

**Deputy Headteacher:** Mrs X Wrigley  
**School Business Manager:** Mrs C Foot

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## **JOB DESCRIPTION – MIDDAY MEALS SUPERVISOR**

**Core Purpose:** To ensure the safety, welfare and good conduct of pupils in the dining halls.  
To ensure that the dining area is set up, cleaned and cleared during and at the end of the midday break within tight timescales.  
To work under the direction of the Deputy Headteacher to ensure that all pupils have a safe happy and positive lunchtime experience.

**Reporting to:** Deputy Headteacher

**Hours:** 11.25 hours per week (11.00 am – 1.15 pm Monday – Friday) term time only

**Grade:** NJC 3

**Grievance Officer:** Head Teacher

### **Key Tasks and Responsibilities:**

- To assist with preparing the school halls for lunchtimes, including setting up tables and benches, taking trollies of food to classrooms, cleaning and re-setting tables between lunch sittings, and clearing away at the end of the lunch period, ensuring that the halls are left clean and safe for curriculum use. This will involve some lifting, bending, sweeping etc.
- To supervise and assist children with eating their lunch, monitor their behaviour and eating patterns and support good table manners;
- To report any concerns about children's eating patterns to the Class teacher / Teaching Assistant;
- To have responsibility for children and maintain a dialogue with the Deputy Head regarding significant incidents, accidents or behaviour of the children;
- To promote the school aims and school rules, abide by them, and assist the children to do so in a positive manner;
- To ensure all children injured or sick are sent to a designated first aider
- To work effectively as a team member contributing fully to all aspects of school life.
- To uphold our positive behaviour policy and to treat children fairly and with respect, in compliance with the ethos and values of Thomas A' Becket Infant School.
- To adhere, be familiar and stay up to date with all other key school policies including Safeguarding, Confidentiality and Whistleblowing.
- To attend regular team meetings and / or training sessions to develop knowledge and understanding of the job
- To ensure that school security and Health & Safety rules and regulations are upheld at all times.
- To be involved in all aspects of school life, and play a valuable and supportive part in ensuring that the children at Thomas A' Becket Infant School are settled and happy
- To be a positive ambassador of the school and its role in the community.
- To undertake any duties which may be reasonably allocated by the Senior Leadership team appropriate to the role to ensure the smooth running of the school.
- To be aware of allergy / special dietary requirements for specific children.

N.B. the lunch service is a very busy and fast paced environment. Every day, over 400 meals are served to our pupils within 3 x 30 minute sessions. The postholder must be extremely efficient, friendly, reliable and conscientious, with the ability to work safely around a large number of very small children.

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| 1. | The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.   |
| 2. | This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment by the Headteacher and Governing Body at any time, after consultation with the holder of the post.   |
| 3. | Because of the nature of this job, if you are successful in your application you will be subject to a Disclosure and Barring Service (DBS) check before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. You will need to complete a Disqualification by Association. |
| 4. | Every member of staff has a responsibility to safeguard and promote the welfare of children.  |

### **ADDITIONAL INFORMATION**

**Annual Leave:** Term time only staff are expected to take their annual leave during school holidays. No holidays will be granted during term time.

**Overtime:** By arrangement and consent of the Head Teacher / Deputy Headteacher. Claims to be completed on a Doc 33 form which is obtainable from the School Business Manager

**Confidentiality:** The post holder is required to respect the confidentiality of all matters relating to the school, pupils and staff

**Probationary Period:** Subject to satisfactory completion of a 6 months probationary period

**I confirm I have read this job description and understood the requirements of the role.**

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**Name**

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**Date**

## PERSON SPECIFICATION – MIDDAY MEALS SUPERVISOR

	Attributes	Essential	Desirable	How identified
<b>Qualifications and Experience</b>	Previous experience of working with young children		✓	Application form / interview References
	Paediatric First Aid certificate		✓	We can pay for you to take this qualification if you wish
<b>Skills and Abilities</b>	Excellent interpersonal and communication skills to develop effective relationships with children and colleagues from a wide range of social, cultural and ethnic backgrounds.	✓		Application form / Interview References
	To work as part of a team to ensure that all children receive consistent high quality care and are treated fairly and with respect.	✓		
	Understanding of and experience of maintaining confidentiality.	✓		
	Able to remain calm under pressure.	✓		
	Knowledge of appropriate procedures and techniques for moving benches and tables safely.	✓		
	The postholder must also be able to bend / stoop to assist children with eating at tables and also for cleaning and sweeping (these are daily requirements for the role).			
<b>Personal Qualities</b>	Committed to working to a high standard at all times.	✓		Interview References
	Reliable, conscientious and punctual.	✓		
	Excellent people skills, demonstrating patience, tact and sensitivity	✓		
	Friendly, open and positive disposition	✓		
	Able to demonstrate a commitment to equal opportunities to all adults and children	✓		
	Flexible and co-operative approach to work	✓		
	An enjoyment of working with young people			
<b>Safeguarding</b>	In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and	✓		Interview References

	<p>promoting the welfare of children including: -</p> <ul style="list-style-type: none"><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li></ul>			
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