

Role Profile

Service:	
Location:	Various – Community Schools within London Borough of Barnet
Job Title:	Mealtime Supervisor – Level 1
Grade:	A
Post No.:	
Reports to:	Headteacher, Deputy Headteacher or Premises Controller

1. Purpose of Job:

To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break.

To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors.

2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive

- To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break
- To supervise the entrance and exit of children from the dining area(s)
- To set up and lay the tables for lunchtimes and to wipe trays in dining hall
- To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures
- To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
- To check packed lunch boxes for allergy related items, such as nuts
- To be aware of any child's specific dietary needs, such as allergies, intolerance, cultural or religious

- To be aware of and cater for any child's additional support needs, such as autism, diabetic etc. during the mealtime break
- To support child's independence by encouraging good social behaviour at mealtimes, such as correct use of cutlery, noise levels
- To deal with any disagreements between children in a fair manner
- To look out for and report any child who is isolated or upset to the appropriate person
- To report any incident with child(ren) to class teacher and complete incident report/alert form
- To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety Statements
- To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying
- To supervise older children who assist/mentor younger children at mealtimes
- To initiate play activities in playground
- May be the qualified first aider and administer first aid as appropriate after training

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

Service:	
Location:	Various – Community Schools within London Borough of Barnet
Job Title:	Mealtime Supervisor
Grade:	A
Post No.:	
Reports to:	Headteacher, Deputy Headteacher or Premises Controller

Knowledge, training and experience

- Good numeracy and literacy skills
- Knowledge of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying etc.
- Knowledge of cultural and religious dietary requirements
- Knowledge of food allergies
- Willingness to undertake training and attend courses as required, such as first aid, games, behaviour

Skills

Planning, organising and controlling skills

- Planning to ensure the welfare and safety of children throughout the mealtime break
- Planning to ensure that all tasks are completed within strict and given timescales, such as all children have lunch within mealtime break, dining areas ready at set time etc.
- Planning pupils dining times around clubs/groups timetables
- Some pre-planning of play activities, such as set activities on certain days

Communication and influencing skills

- Communicate according to child(ren)'s needs, such as culture, age, additional support needs etc.
- Supervise groups of children and encourage good behaviour within dining areas and playgrounds
- Encourage and motivate good behaviour through playing of games
- Provide feedback to class teacher/all school staff and complete incident reports/alert forms

Initiative and Innovation skills

- Work within and comply with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline
- Use of initiative in ensuring that school routines are followed, such as entry and exit of playgrounds and dining areas
- Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children at mealtime break, such as minor injuries, incidents of bullying, deciding when to call for additional help
- Use of initiative in playing games to promote and motivate good behaviour

Supplementary Information Form

Post Title	Mealtime Supervisor
Service Area	Various – Community Schools within London Borough of Barnet
Job Ref Number	For office use
Budget management accountability	Please describe the accountability for managing budgets and their value, if applicable None
Staff management accountability	Please describe the accountability for managing or supervising employees or equivalent, if applicable None – requirement for team working
Physical effort	Please describe the nature of any physical effort associated with the job that is over and above normal office requirements. It is important to also describe the frequency of the effort (for example, 'on average once a week', 'most of the time') Daily requirement to set up dining areas (moving tables/chairs), laying of tables etc. Requirement to clear up spillages in dining area Daily requirement to clean dining areas at end of each mealtime break
Working environment	Please describe the nature of any adverse working conditions associated with the job. Please include people related behaviour including abuse and aggression from the public and environmental working conditions such risk of injury from people, dirt, smells and noise. It is important to also describe the frequency of the condition (for example, 'on average once a week', 'most of the time') Playground supervision in all weathers Dining areas can be noisy – plus requirement to ensure safety of children re hot food, using cutlery etc. Occasional exposure to outbursts of bad behaviour from pupils, such as biting, kicking, hitting. and/or making safe unpleasant substances

Role Profile Checklist

- 1 The role profile contains a **job purpose** statement that clearly and concisely describes the overall purpose of the job. This should be a short statement, usually 2 or 3 sentences at the most.
- 2 The role profile contains a number of **accountability or responsibility** statements that describe the role in more detail.
- 3 The role profile contains a **person specification** that clearly details the knowledge, skills and experience required by somebody to carry out the job.
- 4 The role profile contains the level and type of qualification (or equivalent experience) required to carry out the job
- 5 The SIF contains specific information concerning accountability for managing or monitoring budgets and/or the management or supervision of other people.
- 6 The SIF contains specific information concerning the physical effort and/or working conditions experienced in the role. (over and above 'normal' office environment)

DECLARATIONS

This role profile and supplementary information form provides a fair reflection of the responsibilities, duties and demands of the role and the knowledge, skills and competencies required to carry it out.

Line manager to tick the appropriate boxes below:

1	Consulted with individual jobholder if applicable (do not tick if the job covers more than one jobholder)	<input type="checkbox"/>
2	Consulted with group/sample of jobholders if applicable (do not tick if the job covers just one jobholder)	<input type="checkbox"/>
3	Trades union involved in the update process if applicable (please tick if a trade union representative has been involved in the update process. For example, if the individual is a union member and requested their rep be involved or where there are larger groups of employees)	<input type="checkbox"/>
4	No jobholder as job is currently vacant	<input type="checkbox"/>
5	Role being evaluated is for a restructure consultation	<input type="checkbox"/>
6	Jobholder not consulted – Other reason: Please specify:	<input type="checkbox"/>

Line Manager	Head of Service
Print	Print
Sign	Sign
Date	Date

