



# Pound Hill Junior School

**Position:** Mid-day Meals Supervisor  
**Salary/Grade:** West Sussex Grade 2, NJC Spinal Point 2 (£4202) + Crawley Weighting allowance of £105  
**Hours:** 8.33 hours per week, Term Time Only  
11:50 am to 1:30 pm Monday to Friday

## **Main purpose**

To ensure the smooth running of the hot meals, packed lunches and the supervision of children at lunchtime play.

## **Main responsibilities and tasks**

1. To set up and clear away the lunch hall or lunch activities in line with health and safety procedures.
2. To supervise the children at all times during lunchtime on the school premises.
3. Ensure that the children are behaving appropriately in line with the school's behaviour policy at all times including the dining room, playground, garden and during wet lunch times.
4. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
5. In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
6. To follow the school's policy and procedures on child protection.
7. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
8. In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
9. Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
10. Keep the appropriate person informed of any information that may relate to a child's health and safety.
11. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
12. In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
13. Ensure that you are a strong, positive role model for the children and other staff.
14. To undertake broadly similar duties commensurate with the level of the post.

## General

- Maintain strict confidentiality in matters relating to pupils.
- To cover duties for absent colleagues, within reason as requested by the Headteacher.
- To maintain high standards in all areas of work.
- To support the ethos, aims and objectives of the school.
- Any other reasonable duties as required by Headteacher/Bursar.

Pound Hill Junior School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Any successful application will be subject to an Enhanced DBS, health assessment and satisfactory references.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted and you will need to complete an Application Form to be considered for this position.