



**The Federation of Sacred Heart and St Mary's  
Catholic Primary Schools, Battersea**



**St Mary's R.C. Primary School, Battersea**

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Executive Headteacher Mr Jared Brading

Associate Head Mrs Claire Mitchell

**JOB DESCRIPTION**

**Post Meals Supervisor**

**Responsible to the Headteacher**

**Main Function of the post:**

In line with the Mission Statement, oversee the supervision of the children during lunchtime in the respect of the following areas:

- Health and Safety
- Appropriate conduct of the children

**Roles and Responsibilities:**

- Oversee supervision of the children during lunchtime. This includes all children having a school dinner or a packed lunch as well as supervision of children on the playground, in the dining hall and classrooms if necessary.
- Oversee supervision of the children's entry into the dining hall.
- Assist the pupils with their food and ensure they eat a balanced and adequate dinner.
- Assist the pupils where necessary to cut up food and give guidance on the proper use of cutlery.
- Assist the children where necessary in clearing up any spillage.
- Deal with minor cuts/grazes etc.

To ensure that the good behaviour and health and safety of the children is maintained at all times these guidelines must be followed:

- ❖ Meals supervisors need to report any incidents to Senior Supervisor
- ❖ Supervise the playground regularly ensuring appropriate play is taking place.
- ❖ Interact with children at all times.
- ❖ Supervise the Dining Hall to ensure a safe environment.
- ❖ Supervise the toilet area.
- ❖ Move around the playground in the sight of the children.

**N.B.** M.S. are employed to supervise the children under the direction of the Headteacher and in the absence of the Premises Officer may be required to carry out cleaning tasks as common sense dictates.