

JOB DESCRIPTION

POST: Midday Meals Supervisor

GRADE: Scale 2

RESPONSIBLE TO: Headteacher/Senior Nursery Education Worker
Deputy Headteacher/Nursery Teacher

PURPOSE OF THE ROLE

To provide meal-time and playtime supervision at the midday break in our nursery in line with policies and procedures.

MAIN DUTIES AND RESPONSIBILITIES

1. To feed or to assist with feeding children according to their individual needs.
2. To support the school's ethos of child led play through positive interactions with children.
3. To be aware of, and to follow, behaviour programmes set in place for individual children.
4. To be prepared to take on close supervision (1:1 or even 2:1 management) according to particular behaviour programmes or on the direction of the teaching staff.
5. To toilet/change children as required according to their individual toileting programmes and needs.
6. To protect children from danger by taking measures to ensure their safety which are appropriate to their playtime situation and their individual needs in consultation with the teacher on duty.
7. To be able to use initiative to maintain the safety of all the children in your care.
8. To be aware of Health & Safety policies and procedures and to act upon them to ensure the safety of both children and staff with whom they are working. All staff have a duty to report any health and safety hazards and risks which become apparent whilst they are on duty. Failure to do so may well result in injury or harm.
9. To be aware of First Aid and Fire Safety procedures in operation in the school.

Signed:

Date:

PERSON SPECIFICATION

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You must demonstrate on your application form that you meet the following essential criteria:

EDUCATION AND EXPERIENCE

Qualifications

Education and Experience

1. To have a minimum of 6 months' experience of child care in a paid or unpaid capacity.

Knowledge, Skills and Ability

2. To have an ability to communicate patiently with children.
 3. To be able to work as part of a team.
 4. Have the ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.
 5. To have the physical capability carry out the required duties.
 6. To understand the dangers that might exist in playground situations and be able to put into effect reasonable safety measures.
 7. Have an understanding of and the ability to deliver services within an Equal Opportunities Framework.
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