Billingshurst Primary School
Interim Headteacher: Brian Ball MA
Station Road, Billingshurst, West Sussex RH14 9RE
Tel: 01403 782789
e-mail: office@billingshurstprimary.org.uk
website: www.billingshurstprimary.org.uk

Job Description: Midday Meals Supervisor

Job Title: Midday Meals Supervisor

Grade: 2 (£11.59 per hour)

Hours: 10 hours per week (2 hours per day) Monday to Friday.

The position is permanent, term time only, part time.

Start: ASAP

Responsible to: Senior Leadership Team / Senior Midday Supervisor

We are looking to employ a Midday Meals Supervisor to help support the school during the lunchtime break. They will be working with an experienced team of staff who are all committed to the welfare and wellbeing of all our pupils.

The Midday Meals Supervisor will:

- help set up the dining hall for lunchtime or put away tables and chairs at the end of the session:
- supervise pupils eating their lunches, and ensure that all packed-lunch equipment is cleared away after use;
- report to the Senior Leadership Team/Senior Midday Supervisor any child whose diet may give rise for concern;
- take charge of groups of children in the playground, the field or the classroom, depending on the weather;
- devise and initiate constructive play opportunities for children when required;
- ensure that children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- help children acquire social skills;
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- report to the Senior Leadership Team/Senior Midday Supervisor issues concerning behaviour;
- liaise effectively and professionally with staff, as required
- attend training, as required.

Please download and complete the attached application form and email it to sbm@billingshurstprimary.org.uk

Closing date: 20th March 2024

Intended date for interviews: to be agreed