



Hugh Myddelton Primary School
Myddelton Street
London EC1R 1YJ

Head Teacher: Ms. Sarah Gill

Tel: 020 7278 6075

Email: HM@laps.co.uk

Midday Meals Supervisor

Scale 2, Spine Point 3

8.75 Hours Per Week

11:45am until 1:30pm (1 hour 45 minutes per day)

39 Weeks Per Year (Term Time Only)

Fixed Term until 31.08.2022

£22,209 FTE (£4,877.76 pro-rata)

We are looking for a dedicated, friendly and caring person to join our lunchtime team to supervise the children during lunchtime sessions. The main duties will be to assist the children in the dining areas and in the playground, ensuring they have a safe and enjoyable time. It's our aspiration that mealtimes become a highlight of our children's school day.

Main Purpose of the Post:

To ensure that lunchtime activities are supported and managed in accordance with the school's policies and procedures under the overall direction of the head teacher.

Main Duties & Responsibilities:

School Mealtimes

- Act as a role model to children, being well-organised and welcoming. Bring a friendly and calm presence to the dining hall, with a view to ensuring that children have the best possible dining experience.
- Ensure that the system for children entering the dining hall is implemented in an orderly way.
- Check that children have clean hands, and are informed of the menu choices for the day.
- Encourage excellent table manners, polite conversation and orderly behaviour when eating.
- See that drinking water is provided and assist in pouring water for young children.
- Model and teach the proper use of cutlery and assist young children where necessary.
- Encourage children try new foods and encourage them to eat their portion in avoidance of waste.
- Supervise the orderly return and clearing of plates/empties to a given point.
- Wipe down tables, sweep floors and clean the hall as necessary through to maintain a pleasant dining environment for all sittings.
- Clean up after spillage of food, water or sickness in dining area.

General

- Undertake playground and play leadership duty, supervising by circulating and leading play or games with children.
- Ensure the children have a safe and fun playtime, helping to settle issues that arise.
- Supervise children in a designated area, other than playground, during wet weather.
- Attend to minor accidents, administering first aid upon completion of relevant training and completing necessary reports on CPOMS (or ensuring a phone call and letter home in the event of a head bump).
- Complete and record other incidents on CPOMS accurately and report any more complex matters to your line manager (or head teacher or designated safeguarding lead, if appropriate).
- Support the effective operation of the team by demonstrating empathy, flexibility and co-operation.
- Ensure that children do not leave the playground without permission of a member of staff.
- Assist as required in order to care for the safety and well-being of children.
- Conduct all duties with due regard to safeguarding and child protection, knowing and following school policies and procedures.
- Undertake training as required at the school or at an alternative venue.
- Undertake any other reasonable task, as directed by the head teacher.

We can offer you the opportunity to:

- be part of an inclusive school committed to nurturing and developing the potential of each child.
- work in a diverse vibrant borough
- be part of an ever-improving school
- enhance your career through excellent training and professional development.

To apply for this role, please email lmcvey@lqps.co.uk for an application pack.

Please note: Hugh Myddelton Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Service check.

Closing Date for All Applications: - Monday 18th October 2021