



ST THERESA'S CATHOLIC PRIMARY SCHOOL

*"We learn together, we play together, we pray together,
we grow together in the love of God"*

JOB DESCRIPTION

Mealtime Supervisor (MTS)

Required: To start as soon as possible

7.5 hours per week, term time only (38 weeks) 11.50pm-1.20pm

MEALTIME SUPERVISOR DUTIES

Safeguarding

- The MTS must be familiar with the school's safeguarding policies and procedures before commencing duties.
- This includes knowing what to look for to identify potential safeguarding situations and knowing how to report them.
- Understand and comply with all other school policies (see the Staff Handbook).
- Any food/behavioural issues identified must be dealt with in the dining room in a discrete and confidential manner.
- Be aware of specific children with recognised food allergies/health care plans and of how to obtain/administer first aid assistance if required.
- Be aware of common food allergies and of how to obtain first aid assistance if required.
- Always be vigilant for any potential hazards in the dining room.
- Ensure that the safety, health and wellbeing of pupils is maintained at all times.
- Provide comfort and immediate care in the case of minor accidents and report serious incidents to a member of staff for action.

Teamwork

- Know and understand how to communicate with catering team members, staff and pupils.
- Understand the principles of team work and work consistently with others at all times; recognise any potential areas of conflict and work promptly to resolve them.
- Be aware of emergency procedures should the fire alarm be activated.

Daily Preparation

- Arrive at school in time to be in the hall to start the job promptly at 11.50pm.
- If your duty involves taking over from another member of staff, BE PROMPT, as they may either be due their lunch break or be needed in class.
- The tables and chairs must be put out by 12:00pm, ready for the first class to come in.



Lunch duties

- Children should be encouraged to maintain good standards of hygiene at all times.
- Any spillages must be dealt with quickly and thoroughly.
- Ensure that the children are quiet, sensible and calm at all times both at the tables and when lining up.
- Engage with the children in a positive manner to encourage good behaviour in all areas of the dining room; offer praise where it is due and address any inappropriate behaviour encountered. If necessary, report any inappropriate behaviour to a teacher or to the office.
- Children should be assisted in cutting up food where necessary and encouraged to use the utensils properly.
- They should be encouraged to try new foods or foods cooked in a different way to how they have eaten them before.
- They should be encouraged to eat a balanced meal; explain to them how and why different foods are good for them.
- If children do not finish the main course, they must put their hand up and ask before they can eat their pudding, in order to give the MTS a chance to persuade them to try/eat more of the main course.
- Children eating packed lunches should also be monitored to ensure that they have an appropriate lunch and that they are eating it.
- Make note of any children, whether on packed lunch or school lunch, who are not eating much. If it is a regular occurrence, report it to the class teacher so that it can be raised with the parents.
- Children are not permitted to move seats once they have joined a table, and must raise their hand to ask to leave if they have any need to do so.
- They must also raise their hand should they need any help; they must not wander around the lunch hall to get an adult's attention.
- It is therefore important to be vigilant for raised hands so that any help required can be given promptly.
- Children are not permitted to leave their seats in order to clear away plates or go out to the playground until they have finished eating. Children should not be moving around the hall with food in their mouths as this poses a potential choking hazard.
- MTS must ensure that children walk at all times whilst in the building.

Clearing away

- When they have permission to leave, children must clear away their own trays; it must be checked regularly that the trays have been stacked safely.
- Whenever a table is vacated, it must be immediately wiped down, along with the chairs, to ensure that they are all clean for the next group of children; send a message out to the junior playground for another house to be sent in.
- Once tables start to empty, move children to fill tables so that other tables can be vacated. This is particularly important for EYFS/KS1 children who are slower.
- Once all the classes have come in, start stacking the chairs and tables as soon as they become vacant and have been cleaned. NEVER put a table or chair away before it has been thoroughly wiped down.
- All children must be out of the hall by 1:10pm to start afternoon lessons.



After the children have left

- Once the hall is empty and all the tables and chairs have been stacked, the floor must be swept. The hall must be clear, clean and ready for class use by 1:20pm.