



ST. JOSEPH'S
CATHOLIC PRIMARY AND NURSERY SCHOOL
'LEARNING TO LOVE, LOVING TO LEARN'

MIDDAY MEALS SUPERVISORS – (MS1)

Summary of main conditions of service and full job description evaluated according to the Council's Job Evaluation scheme.

Duties Include:

- Supervision of children at lunch period, in building and in play areas

Working Pattern:

- Term time only (TTO)
- Hours – usually 1½ per day

Conditions of Service Applicable:

- Former APT&C for ILEA staff
- NJC Local Government Services (Green Book)

Grade:

- Fixed pay point

Pay Points:

- Spine point 2 for all Midday Supervisors

Method of Payment:

- Monthly (15th)

Annual Leave:

- The annual leave year is the 12 month period beginning 1 April each year.
- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.
- For AYR staff annual leave entitlement may be taken on term days to be agreed with managers and in school holidays. The entitlement must be pro rata for AYR part-time staff who do not work every day.

Annual leave entitlement from 1 April 2024

Applicable to:	Entitlement in working days
All support staff on all grades and spinal points	32 days

Included in the above entitlement is one concessionary day applicable to employees in post on 25th December which may be taken during the Christmas period, plus the two former extra-statutory days.

JOB DESCRIPTION

Midday Meals Supervisor – (MS1)

Under the direction of the Senior Mid-day/ Meals Supervisor and in accordance with the practices and procedures of the Authority, working as part of a team of Mid-day/ Meals Supervisors.

Main duties and responsibilities

1. Supervision and control of pupils during the mid-day break, in the dining areas and the school premises and the play areas.
2. Assisting and directing pupils in the dining areas and elsewhere.
3. Dealing with incidents of unruly behaviour, referring matters to the Senior Supervisor when necessary.
4. The Mid-day/ Meals Supervisor would be required to assist as directed with arrangements for the administration of the taking of the school meals (including, if appropriate, the handling of dinner tickets and dinner money).
5. Supporting the Authority’s policies regarding healthy eating and ethnic meals etc.
6. To ensure that the schools data protection policies and processes are adhered to in line with the Data Protection Act 2018 and UK GDPR
7. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
8. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
9. To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.