

## **JOB DESCRIPTION**

Job Title:	Lunchtime Supervisor
Line Manager:	Senior Lunchtime Supervisor / School Business Manager
Salary Grade:	NJC Grade C Point 8-10

## **KEY PURPOSE OF THE JOB**

To ensure the safety and well-being of the children throughout lunchtime.

## **MAIN RESPONSIBILITIES**

### **Before and after lunch in the hall**

- To be responsible for the putting out and putting away the school dining tables and chairs, cutlery etc.
- To ensure that all tables and chairs are clean before putting them away.
- To sweep the hall floor.

### **During lunch in the hall**

- To supervise the general conduct in the hall.
- To ensure that all children are seated and have their lunch.
- To reinforce acceptable table manners.
- To assist children with the opening of packets, removal of lids etc.
- To encourage the children to eat their packed lunch or hot meal.
- To report those who have eaten very little to the Senior Lunch Supervisor.
- To clean up spillages and wipe tables.

### **At all times**

- To encourage the children to be kind and caring, respectful and tolerant of each other.
- To circulate in the playground to monitor that the children are happy, secure and behaving in an acceptable manner.
- To lead games in the playground.
- To assist the children with their outdoor clothing and monitor that they are appropriately dressed for the weather.
- To supervise the children in the classrooms during wet playtimes.
- To supervise the children in the corridors and playgrounds and collect from the classrooms and escort to the hall where necessary
- To treat minor incidents and give basic first aid to those children who are unwell or injured.
- To detail all 'treatments' in the first aid log. Any bumps on head or concerns of any nature must be reported to the relevant Teacher and School Office.
- To seek the support of a fully qualified first aider, Senior Lunch Supervisor or School Office staff if the situation needs further attention.



- To be vigilant in the areas of health and safety, e.g. ensuring that all spillages, wet floors etc are dealt with promptly.
- To report behaviour incidents to the class teacher.
- To follow the school's Behaviour Policy and act as a good role model at all times.
- To be aware of our policy of equal treatment for all. This means discouraging the use of racist or sexist remarks or derogatory remarks and ensuring that all children are treated equally.
- To maintain the confidentiality of the life of the school, ensuring that any problems/difficulties are reported and not dealt with independently or out of school
- To implement School Safety policies and Codes of Practice and at all times have regard for the Health and Safety of yourself and others.
- To take advantage of any in-service training offered.
- To complete any other duties required by the Headteacher which may reasonably be requested.

The postholder will have regard to the following:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities and Race Equality policies
- Contributing to the maintenance of a caring, stimulating and welcoming environment for all.
- Have due regard for safeguarding and promoting the welfare of children and young people following the Trust's Child Protection and Safeguarding Policy.

## **CONDITIONS OF SERVICE**

The nature of the post means that candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

All staff will be required to have a current DBS (Disclosure and Barring Service) certificate.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the postholder.

# Lunchtime Supervisor Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good English and Maths skills	✓	
<b>Experience, Professional Knowledge, Skills and Understanding</b>		
Ability to perform the physical tasks required by the post including lifting and carrying tables and chairs	✓	
Ability to clean the hall and its equipment to a hygienic standard	✓	
Ability to communicate at all levels	✓	
Ability to meet children's needs	✓	
A commitment to undergo training as and when required	✓	
An understanding of equality of opportunity	✓	
<b>Personal attributes</b>		
Ability to use judgement and common sense	✓	
Ability to work as part of a team	✓	
Ability to be flexible and work as part of a team or individually as required	✓	
Ability to adhere to the school's policies and procedures and most importantly the child protection policy and all health & safety related policies	✓	
Honest	✓	
Have a sense of humour and friendly approach		
<b>Other Job Requirements</b>		
Enhanced DBS Check	✓	
A commitment to safeguarding	✓	
Hold a relevant first certificate or be willing to undertake training for this	✓	
Willingness to undertake suitable training	✓	