

Job Description

Lunchtime Supervisor

Grade: NJC Scale 1

Responsible to: Business Manager

Main Purpose of Post

To supervise children during break and lunchtime ensuring standards of behaviour are maintained and that children are safe and supported.

Specific Duties:

- To supervise children inside and outside the school building during lunch break. This includes dining hall / café arrangements, movement around school and activities on the school playground, patio areas and grassed areas.
- To treat pupils fairly, maintaining a positive friendly approach at all times but to act assertively when dealing with poor behaviour. This might include appropriate punishment e.g. sending children to the year head.
- To refer any concerns regarding pupil behaviour to the relevant head of year or other senior teaching staff.
- To ensure children are in a safe environment and to report any health and safety concerns to the Business Manager.
- To report and safeguarding concerns to the Safeguarding lead or a member of the Safeguarding team.
- To refer accidents and illness to the appropriate staff.
- To carry out first aid duties if appropriately trained.
- To clear up spillages and breakages ensuring relevant health and safety procedures are applied.
- To set out dining room tables and ensure dining areas are in good order.
- To clean and tidy dining areas when break and lunchtime is finished.
- Any other duties within the scope and level of the post.

DD. April 2022

Person Specification

Lunchtime Supervisor

Qualifications and Training

It is essential that the post holder has:

- A good standard of education
- A willingness to undertake training as required.

Experience and Knowledge

It is essential that the post holder has:

- An understanding of the needs of children.
- An understanding of behavioural standards required in school.
- An understanding of health and safety standards in school.

It is desirable that the post holder has:

- Previous experience of working with children.

Skills and Abilities

It is essential that the post holder has:

- Good organisation skills.
- Good communication skills.
- Good interpersonal skills.

It is desirable that the post holder has:

- Good counselling skills.

Additional Factors

It is essential that the post holder has:

- A professional approach to work, being punctual and smart in appearance.
- A flexible approach to work when necessary.
- A commitment to providing a high quality service to the school's 'customers'.
- A desire to work with children as well as adults.

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