



Post Title: Children's Supervisor (Lunchtimes)

Salary: Scale 1 (SCP 3)

Hours: 5 hours per week

Contract: Term Time Only

Line Manager: Admin Manager

Purpose of the Role

To ensure, individually or a part of a team, the welfare and safety of all students within the school grounds or buildings during lunch times.

Key Responsibilities

- To supervise students on school premises and grounds
- To supervise students who use catering facilities at the school
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Pastoral Year Leaders
- To ensure a safe environment (e.g. by reporting broken glass to the Site Team)
- To report any minor injuries to children to the designated person or First Aid Room Officers / line manager (i.e. cuts, bruises)
- To help students partake of food when necessary
- To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables, dining area or litter in playground)
- To watch for intruders on the site during periods of duty and report immediately

Safeguarding & General

- Always uphold safeguarding and child protection procedures.
- Promote pupils' dignity, rights, and emotional wellbeing.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, and Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To hold an Enhanced Disclosure Certificate, issued by the Disclosure and Barring Service.
- The post holder may be required to undertake additional duties appropriate to the role as directed by the Headteacher.
- This job description will be reviewed regularly and may be amended in consultation with the post holder.