

# Maidwell Primary School

## Job Description – Lunchtime Supervisor

Responsibility to: Headteacher

Purpose of the job: To assist in the serving of lunch, encouraging healthy eating and independence.  
To assist in the cleaning of the hall and of crockery/tables.  
To complete relevant training for the position.

Hours: Monday - Friday, term time only.  
12:00pm to 1:30pm

### Main Responsibilities:

- Supervisors should be able to have a firm but pleasant relationship with the children.
- Lunchtime supervisors should have the same professional relationship with the children as the teaching staff and should be addressed by their correct title.
- Any knowledge gained in the school situation is confidential and lunchtime supervisors are expected to show discretion about such information.
- Lunchtime supervisors should have good communication skills to work closely with teaching staff informing them of any incidents during the lunch hour.
- The work involves supervision of children in the dining area, in the playground and in all other areas of the school.
- When in the dining area children should be helped to have their meal in an orderly manner.
- Supervisors will be required to spend time outside in all weathers except heavy rain and extreme cold. Supervision will be of a higher standard if supervisors actively interact with the children.
- Supervisors will be expected to cope with minor First Aid and emergencies (such as cleaning up children who are sick or wet/soil themselves). Accidents are to be recorded in the Accident Book.
- Lunchtime should be a pleasant experience for both children and supervisors. A quiet, calm approach should be adopted and rewards/sanctions employed in line with the school's Behaviour Policy.
- Lunchtime supervisors are required to be involved in the school's professional development programme.

Signed ..... Lunchtime Supervisor      Date .....

Signed ..... Headteacher      Date .....

### **Safeguarding is of the highest priority at Maidwell Primary School**

It is the individual's responsibility to promote and safeguard the welfare of all children he or she is responsible for or comes into contact with. We follow safer recruitment practice and all appointments are subject to satisfactory DBS checks and satisfactory references.