



Castleview School

Woodstock Avenue

Slough

Berkshire

SL3 7LJ

Tel: 01753 810615

Email: recruitment@castleview.slough.sch.uk

Lunchtime Controller

Job title: Lunchtime Controller
Responsible to: Catering Manager
Pay Scale: Level 2, point 4 – (Actual salary is £5049.91 per annum).
Hours: 8.75 hours per week.
Monday to Friday, 11:30am to 1:15pm
Term time only, 38 weeks

Castleview is a popular and exciting primary school situated in Langley, Berkshire.

We are seeking to appoint a highly motivated and enthusiastic Lunchtime Controller to join our happy and forward-thinking successful school.

Job purpose

The lunchtime controller is responsible for:

- Assisting in the provision of an efficient and effective catering service in accordance to healthy eating and DfE guidance.
- Maintaining an acceptable standard of behaviour and discipline amongst pupils ensuring that all appropriate school regulations are complied with by reporting serious incidents or persistent unruly behaviour to the class teacher at the end of the lunchtime period.
- Supervising children during the lunchtime break to ensure their safety and welfare in accordance with the general instructions of the catering manager/headteacher.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Catering Manager and Headteacher.

- To maintain good relationships with all students and staff;
- To work as part of team with the Catering Manager and other Lunchtime Controller;
- To prepare the dining room for lunchtimes including setting up the tables, cleaning the tables and putting them away;
- To supervise the pupil during the lunchtime period to ensure their safety and welfare in accordance with the general instructions of the Catering Manager and Headteacher;
- To supervise the pupils in all areas of the school including the dining room, playgrounds, playing field and classrooms;
- To supervise the safe movement of pupils to and from the dining areas. To help pupils with their food, supervising play activities and cleaning tables;
- To ensure that all pupils return to the care of their teacher at the end of the lunchtime period;
- To liaise with teachers and other support staff as appropriate;
- To maintain an acceptable standard of behaviour and discipline amongst pupils ensuring that all appropriate school regulations are complied with and reporting serious incidents or persistent unruly behaviour to the class teacher at the end of the lunchtime period;
- To help pupils in the event of minor accidents and to take appropriate action over more serious incidents ensuring they are reported to the nominated first aider as appropriate and as soon as possible.
- Record all safeguarding and/or accidents using CPOMS and Medical Tracker.

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Safeguarding Children:

- Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings';
- Report to the Headteacher ANY behaviour by colleagues or children which raises concern;
- During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984;
- You are required to comply with the school's Health & Safety policy at all time.

PERSON SPECIFICATION

	Essential	Desirable
Experience	• Experience of working in a school or similar establishment	
Knowledge and skills	• Able to communicate effectively with people of all ages and levels • Able to carry out cleaning duties as required	• Ability to identify meal options for specific individual needs • Knowledge of current legislation and requirements included in DfE guidelines for the provision of school meals • Knowledge of the importance of health and safety and food hygiene in a catering environment
Personal qualities	• Able to form good relationships with students, staff and service users • Able to follow direction from the catering manager • Able to work flexibly to meet deadlines and respond to unplanned situations • Desire to enhance and develop skills and knowledge through CPD • A commitment to the principles of healthy eating • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the school's ethos, aims and its whole community	

The Post Holder must promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy. The Post Holder must be aware of the confidential nature of the work required.

The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher or Governing Body in the context of the school's changing needs.

This job description may be amended at any time after consultation with the post holder.

On behalf of Castlevew School: Miss Becky Austin - Headteacher

Date:

Signed:

I acknowledge that I have seen, understood and received a copy of the job description.

Name of Lunchtime Controller:

Signed:

Date: