

# JOB DESCRIPTION

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READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:	Location: St.Michael's Primary School
Job Title: Lunchtime Controller	RG Grade/Salary Range: RG 2 - 11-15

## JOB PURPOSE

To provide lunchtime supervision and support to children, creating a safe and happy environment for all.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to the Lunchtime supervisor who is responsible to the Head teacher.

## MAIN DUTIES AND RESPONSIBILITIES

- To follow instructions and guidance from the Lunchtime supervisor as necessary.
- Act appropriately in an emergency and render first aid, informing the class teacher or head teacher of action taken.
- Arranging for the care of unwell children or those with minor injuries.
- Retain confidentiality about all aspects of school life.
- Take part in annual appraisals.
- Attend meetings as required from time to time.
- To undertake relevant training.
- Any other duties that may reasonably fall within the scope of the job after consultation.
- Daily routines, health and safety, risk assessments, positive behaviour management and SEN information will be available for reference. Training will be provided in each of the areas as required.

**SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of DBS check is required for this post ? : Enhanced without a check of the barring list(s)

\*Enhanced with a check of the barring list(s)

If \*, does the post require a check against the list of people barred from working with vulnerable adults? NO

If \*, does the post require a check against the list of people barred from working with children? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

None

# PERSON SPECIFICATION



<b>READING BOROUGH COUNCIL</b>	Department/Directorate: Education
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## QUALIFICATIONS/EDUCATION/TRAINING:

- No formal qualification or training required.

## EXPERIENCE:

- Previous experience working in a school advantageous.

## SKILLS, ABILITIES AND COMPETENCIES:

- Flexible approach to the work.
- Reliable and punctual.
- Able to develop and maintain good relationships with staff and pupils.
- To work as part of a team.
- Methodical and well organised
- Able to work under pressure.

## SPECIFIC WORKING REQUIREMENTS:

- To be reasonably fit and active.