

## JOB DESCRIPTION

<b>READING BOROUGH COUNCIL</b>	<b>Department/Division: Education &amp; Community</b>
<b>Post Reference No:</b>	<b>Location: The Hill Primary School</b>
<b>Job Title: Lunchtime Controller</b>	<b>Grade/Salary Range: RG2 scp 3-4</b>

### JOB PURPOSE

LEVEL 1 - Under the direction/instruction of senior staff provide safe lunchtime provision for the children

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOL STRUCTURE

The post reports to Head Teacher and works closely with Midday Co-ordinator

### MAIN DUTIES AND RESPONSIBILITIES

#### Organisation

- To build a positive relationship with the children
- To support children in making friendships
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- To follow the school guidelines regarding discipline and deal with disputes in a calm but authoritative manner
- To encourage good social skills both in the dining room and the playground
- To be prepared to learn and teach playground games and to collect and return resources where necessary
- Following a rota system, supervise the children in the playground or indoors during inclement weather and ensure that they are playing safely

#### Administration

- Maintain accurate records of accidents and disputes

#### Resources

- To use minor first aid equipment as provided
- Accident record

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working

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

As above

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

- Any other reasonable tasks related to this role as directed by the Head Teacher

**What level of CRB check is required for this post?** ENHANCED

**Does the post require a Protection of Vulnerable Adults (POVA) check?** NO

**Does the post require a Protection of Children Act (POCA) check?** 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

**You have a duty to be aware of your financial responsibilities as outlined within the finance manual**

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

**Signed**

**Date**

## PERSON SPECIFICATION

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### **Qualifications/Education/Training:**

Literate as demonstrated in similar work or basic skills qualification or equivalent

### **Experience**

Previous experience is not necessary

### **Knowledge, Skills and Abilities**

- Ability to relate well to children and adults, promoting equality and equal opportunities for all
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- You will understand the importance of confidentiality
- Flexibility and reliability are essential
- Ability to use initiative
- Good verbal communication skills
- Awareness of health and safety
- Able to model good behaviour
- You will be confident in a range of situations

### **Specific Working Requirements**