

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: Education
Post Reference No:	Location: Federation of Oxford Road Community School & Wilson Primary School
Job Title: Lunchtime staff member	Grade/Salary Range: RG2 SP3-4

JOB PURPOSE

To supervise pupils eating their lunch and during playtime afterwards in accordance with the school's Good Lunchtimes Guide.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Work as a member of the school lunchtime team.
Reports to Head Teacher.

MAIN DUTIES AND RESPONSIBILITIES

- To report promptly for duty.
- To supervise pupils when they are eating their lunch and playing on the playground.
- To build good relationships with the children and help them make the right choices.
- To work well together in a team.
- To deal calmly with incidents and administer basic first aid.
- To have regard to the school's Behaviour Policy.
- To have regard to Health and Safety regulations and the school's Health and Safety Policy (this post has Level 1 Health and Safety responsibilities).
- To undertake training where necessary and work with other agencies including the Behaviour Support Team.
- To have monitoring and target setting reviews with the headteacher, where appropriate.
- To offer support to anyone who may require it and use initiative.

PERSON SPECIFICATION

READING BOROUGH COUNCIL	Department/Division: Education Oxford Road Community School
Job Title: Lunchtime Staff member	Post Reference No:

Qualifications / Education / Training:	
No formal qualification necessary although the postholder must be to be able to work with children and be aware of the basic health and safety guidelines for working as a lunchtime supervisor.	
Experience:	
- Previous experience of working in a school or similar environment desirable but not essential. - Training can be available.	
Skills and Abilities:	
- Able to work physically both indoors and outdoors. - Ability to use own initiative in certain circumstances could be an advantage.	
Work Related Personal Requirements	
In good health to cope with the physical requirements of the job	

Job description agreed:

Signed:	Headteacher	Date:
Signed:	Employee	Date: