

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: SP 3-4

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:	
<ul style="list-style-type: none"> 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:	
<ul style="list-style-type: none"> Previous experience of working in a school or similar environment desirable but not essential. Training can be available. 	
Skills and Abilities:	
<ul style="list-style-type: none"> Able to work physically both indoors and outdoors. Ability to use own initiative in certain circumstances could be an advantage. 	
Work Related Personal Requirements	
<ul style="list-style-type: none"> In good health to cope with the physical requirements of the job 	

Job description agreed:

Signed:	Headteacher	Date:
Signed:	Employee	Date: