



JOB DESCRIPTION

Lunchtime Supervisor

Accountable to: Senior Lunchtime Supervisor / Pupil Administrator

Purpose of the job

To ensure the safety, welfare and good conduct of pupils during the midday break periods, in accordance with the practices and procedures of the school and the Local Authority. The post holder will normally work as part of a team and will always be under the direction of the Senior Lunchtime Supervisor or the Headteacher's designated officer.

Key Tasks

- Supervision of pupils in the dining areas, playground, school field or other parts of the school premises.
- To promote and encourage positive playtime activities and games.
- To promote and encourage healthy eating and exercise.
- To ensure standards of behaviour are maintained in accordance with the school's behaviour policy.
- To assist in dealing with problems arising from unruly behaviour and report such matters to the Senior Lunchtime Supervisor or the Pupil Administrator.
- To assist with associated ancillary duties (e.g. preparing and clearing the dining room including setting up tables and chairs and putting them away, cleaning up spillages, ensuring tables, chairs and floor are clean etc.).
- To help and work in conjunction with staff providing hot meals
- To carry out other duties relating to supervision as required by the Senior Lunchtime Supervisor or the Pupil Administrator.
- To ensure that school policies are adhered to including child protection, health and safety, fire and security.
- To change clothes, clean and care for the personal cleanliness of the children as appropriate.
- To undertake the duties of a first aid supervisor (if qualified).
- Any other duties that reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the post holder.

Other Requirements

- Support the School ethos of the school as outlined in the schools vision, mission statement and school aims.
- Promote and safeguard the welfare of children.