

# BLAKEDOWN C. E. PRIMARY SCHOOL

## JOB DESCRIPTION

Post Title: Lunch Time Supervisor

Post Grade: Term time only

Responsible to: Headteacher

### MAIN PURPOSE OF THE POST

1. To be responsible under the direction of the Headteacher for the care, well-being and supervision of the children during the lunch-time break.
2. To ensure the children's safety and security both in the dining room and outside the school on the field or playground.

### MAIN DUTIES AND RESPONSIBILITIES

1. To prepare the dining room for lunch by setting out tables and chairs.
2. To remind children to wash their hands before eating and to supervise children in the dinner queue and organise their seating arrangements.
3. To be responsible for children while eating their lunch. Encourage good table manners and behaviour and that children eat appropriate amounts of food.
4. To supervise children's outside play with particular emphasis on safety and security. During wet playtimes supervise the children in their classrooms.
5. To encourage children to play together in an inclusive and co-operative way, initiating play when needed so that social interaction and enjoyment are achieved.
6. To investigate any disputes which arise by listening to those concerned and then taking appropriate action. Any significant problem regarding behaviour or children's security to be reported to the Headteacher or appropriate member of staff.
7. To be responsible for children's minor injuries and apply 'First Aid' as appropriate (appointed person only). If a child is injured, send them into school accompanied by another child to see a First-Aider. Do not treat more serious injuries on your own, send for the back up First-Aider on duty that day. This must also be reported to the Headteacher and recorded in the accident book.

8. To be responsible for cleaning and clearing tables and chairs and leave dining room/hall ready for school use.
9. To be aware of fire drills/routines.
10. To attend occasional whole school staff meetings and training.
11. To carry out any other duties as are deemed necessary within the remit of the post and attend any training courses that may be available.
12. This job description may be amended at any time after discussion with you, but in any case will be reviewed annually.

Signed (issued by) ..... Date .....

Signed (received by) ..... Date .....