



Cedar Park School & Nursery

Be kind ★ Be inspired ★ Believe

Job Description

Job title:	Lunchtime Supervisor
Location:	Cedar Park School
Salary:	Range 1B
Hours	Variable
Reports to:	Senior Leadership Team

Main Purpose of the post:

- To ensure the safety, welfare and supervision of pupils during the lunch break.
- To assist with the smooth service of the hot meal lunch service and facilitate packed lunch service, ensuring a professional catering operation and that all pupils have a good school food experience.
- To work with others to ensure that the school's lunchtime procedures, policy and guidance are implemented.

Specific Duties and Responsibilities:

1. Supervise the children during the lunch break either in the hall or on the playground or in the classrooms during wet lunchtimes and encourage children to engage in positive and purposeful activities at lunchtime.
2. Maintain the high standards of behaviour expected of the children through being positive in your approach and not accepting rude or discourteous behaviour.
3. Set up mobile service equipment prior to service, accept delivery of the hot meals, check that temperatures are within the standards and update records, as required.
4. Set out the furniture in the hall before the beginning of the lunch break and put out jugs of fresh drinking water onto each table.
5. Ensure all furniture is kept clean and that crumbs and spillages are removed from the floor at the end of the lunch break. Wipe down table surfaces prior to removing the furniture at the end of lunch break.
6. Encourage pupils to eat in a polite manner and encourage pupils to clear up after themselves and to ask permission to leave by raising their hands.
7. Assist with the washing up of crockery, cutlery and the cleaning of the service and dining areas and transportation equipment, as necessary.

8. Deal with incidents and accidents and attend to minor first aid and medical matters.
9. Report incidents of poor behaviour, serious injury or concerns about pupils' wellbeing to the class teacher.
10. Inform the Headteacher or Deputy of any serious misbehaviour at the end of the lunchtime.
11. Attend meetings and training as required.
12. Ensure that confidentiality is maintained at all times.
13. Promote the positive image of the School within the local community.
14. Carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.

Safeguarding

- To read and fully understand part one of Keeping Children Safe in Education.
- To read and fully understand the school's Child Protections Policy.
- To read and fully understand any other policy that the Head Teacher deems necessary in ensuring the safety of children.
- To engage with safeguarding children such as basic child protection and Prevent.

The duties of the post will be reviewed annually and may vary from time to time, as required by the Headteacher, without changing their general character or the level of responsibility required.

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Signed: _____

Print Name: _____
Employee

Date: _____

Signed: _____

Print Name: _____
Headteacher

Date: _____

Next review date: January 2024