



**HIGHFIELDS  
SCHOOL**

Boundary Way, Penn,  
Wolverhampton WV4 4NT  
Tel: 01902 556530  
Email: [enquiries@hswv.co.uk](mailto:enquiries@hswv.co.uk)  
NOR 1680 SIXTH FORM 323

**LUNCHTIME SUPERVISOR**

**Required as soon as possible**

**Grade 2 - Starting at £9.25 per hour**

**Term time only – 1.5 hours per day**

**12 month fixed-term contract in the first instance**

We wish to appoint a Lunchtime Supervisor to join our team of friendly, experienced staff who are responsible for supervising students during the lunch break.

We are looking for someone who is reliable and committed as well as being an excellent role model for the children.

Previous experience is not necessary, appropriate training will be provided.

For more information, please contact Miss C Rees at the school by email to [crees@hswv.co.uk](mailto:crees@hswv.co.uk).

Please complete the **Support Staff Application Form** (available through our website) and submit by email or post. Please contact to request a paper copy of the application form.

**Email**

[recruitment@hswv.co.uk](mailto:recruitment@hswv.co.uk)

**Post**

Miss K McGuckin  
Highfields School  
Boundary Way  
Penn  
Wolverhampton  
WV4 4NT

**Closing date: Monday 27<sup>th</sup> September 2021 at 9am**

**Interview date: To be confirmed**

This post is subject to an Enhanced DBS check and 2 very good references

**Highfields School is committed to safeguarding and promoting the welfare of children and young people**



## HIGHFIELDS SCHOOL

### Job Description

<b>Post Title:</b>	<b>Lunchtime Supervisor</b>
<b>Reporting to:</b>	Line Manager
<b>Responsible for:</b>	Monitoring the behaviour and safety of students lunchtime
<b>Liaising with:</b>	Staff and students
<b>Working Time:</b>	12:40 – 1:40 pm
<b>Salary/Grade:</b>	Grade 2 (Term time only)
<b>Disclosure level:</b>	Enhanced

#### Purpose

- To maintain good behaviour around the school site at lunchtime.
- To supervise and ensure the safety and welfare of students during lunchtime.

#### Core Duties

- To supervise students around the school premises during the lunch break.
- To proactively monitor the behaviour of students in and around school and to report any serious incidents on the day they occur.
- To reinforce the school's behaviour guidelines with students during lunch.
- Be responsible for allocated areas each day.
- To be a positive role model and set high standards of personal conduct.
- Be a responsible adult with the health, safety and welfare of students always in mind.
- Ensure all dining areas are clean and tidy; clear spillages and clean tables as required.
- Be aware of how to contact the first aider and of the fire evacuation procedures.
- To participate in safeguarding, first aid and any other relevant training as required.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection guidelines.

## Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....  
**Headteacher**

Signed: ..... Date: .....  
**Member of staff**



## HIGHFIELDS SCHOOL

### LUNCHTIME SUPERVISOR PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience of working with young people		✓	Application Form
Experience of working in a team		✓	Application Form

SKILLS & QUALITIES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Good sense of humour	✓		Interview
Patience and understanding	✓		Interview
Effective communicator with young people and adults	✓		Interview References
Flexible / adaptable	✓		Interview References
Smart appearance	✓		Interview
Ability to use initiative	✓		Interview References
Common sense	✓		Interview References
Team player	✓		Interview References
Approachable	✓		Interview References
Understands confidentiality	✓		Interview References
Proactive	✓		Interview References
Good time management / punctual	✓		References