

JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
Reporting To:	Assistant Headteacher – Prep School
Responsible For:	Pupils under their care

Main Purposes of Role:

- To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during lunch times.

Key Responsibilities:

- To supervise children on school premises and grounds.
- To supervise children who use catering facilities at the school.
- To help children partake of food when necessary.
- To maintain adequate standards of table manners and eating habits.
- To ensure crockery, cutlery, trays and leftovers are returned by pupils to relevant collection and disposal points.
- To wipe down dinner tables in between lunch sittings.
- To use initiative in monitoring events occurring on the school premises and grounds.
- To offer play activities in the playground, and indoors in bad weather.
- To provide first aid treatment for accidents and to record such treatment.
- To report all accidents / illnesses to the class teacher and senior management.
- To ensure a safe environment (e.g. by reporting broken glass to the Site Manager / Caretaker).
- To maintain discipline during the lunch break and to promote adherence to the school's behaviour and anti-bullying policies.
- To report any matters involving the safeguarding of children immediately to the Designated Safeguarding Lead or Deputy.

- To promote adherence to the school's code of conduct.
- Such other duties as may be required by the Head Teacher or Senior Management.

General Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

Notes:

- This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.