Job Description

The academy has a responsibility for, and is committed to, safeguarding, and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Lunchtime Supervisor	**Post No**	
School	Smith's Wood Primary Academy		
Salary Band/Range	Band A		
Responsible to			
DBS Check	Any appointment is subject to an enhanced DBS check		
Special Conditions	Term time only		

1. Job Purpose

The job involves supervising and helping the children while they eat their lunch and afterwards at playtime.

2. Key Responsibilities

2.1 Main Duties

- Supervising children preparing for lunch, washing hands, etc.
- Checking that dinner numbers are correct.
- Taking children to and from the hall.
- Supervising the fetching and eating of meals and serving drinks.
- Supervising the eating of sandwiches.
- Ensuring that good standards of behaviour are maintained.
- Dealing with spillages.
- Some aspects of clearing up after meals.
- Supervising and playing with the children on the playground or, on wet days, in the classrooms.
- Administering simple basic first aid.
- Tending to sick, wet or soiled children and clearing up after accidents.
- Bringing children back into school after lunchtime and supervising in the classroom until the teacher returns.
- Reporting any concerns to other school staff eg class teacher, Head teacher
- Supporting the school's policies on Behaviour, Equal Opportunities, Safeguarding and any other relevant policies.
- This is not intended to be a complete and exhaustive list of all duties and responsible attached to the post.

	2.2	**People**
		No direct responsibility for staff.
	2.3	**Safeguarding**
		The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	2.4	**Financial**
		No direct responsibility for finance
	2.5	**Buildings & Equipment**
	2.6	**Health & Safety**
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school's Corporate and Departmental Health and Safety policies.
	2.7	**Policies & Procedures**
		The post holder will be accountable for ensuring that he/she is aware of relevant Academy policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	**Other Conditions**	
	3.1	**Mobility**
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	**Equal Opportunities**
		The school is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	**Variations to Job Descriptions**
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	**Training and Development**
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Compiled/Reviewed:	
Date:	2026