Principal Lunchtime Supervisor job description

Employment details	
Job title	Principal Lunchtime Supervisor
Reports to	Head of School

Duties and responsibilities

- To take full responsibility for the development and general management of the lunchtime.
- To lead and manage a team of Midday Staff in delivering an excellent service, ensuring that high standards are achieved and maintained.
- To have overall responsibility for the planning and delivery of a range of stimulating activities, reflecting equality of opportunity.
- To facilitate children and pupils to take an active role in planning activities and review and evaluation of the Midday.
- To be responsible for the day-to-day administration of the Midday, to include; accurate record keeping and monitoring of all children.
- To have overall responsibility for maintaining Health & Safety during the Midday including the safety of all those children and staff present at Midday in the event of a fire, fire drill or emergency
- If qualified, to act as designated First Aider and administer or supervise first aid as required and appropriate. To maintain accurate records, including recording of accidents, in line with School Health & Safety Policy.
- To take responsibility for maintaining an accurate inventory of toys, materials and equipment and to liaise with the CFO for the ordering and purchasing of materials and equipment, working within a delegated budget and as authorised by the Head Teacher.
- To be responsible, with other lunchtime team members, for ensuring that play, materials and equipment are properly used maintained and stored and for reporting any worn or damaged materials to the Line Manager.
- To liaise with school staff to promote goodwill towards the lunchtime and its efficient operation.
- To encourage the team of Lunchtime Supervisors towards improving performance, by regular Lunchtime Supervisor meetings and suggested training.
- To supervise and accept responsibility for the work of the Lunchtime Supervisors.
- To participate in the induction of staff when required.
- To attend regular supervision meetings with line manager and other relevant meetings as requested by the Executive Headteacher.

- To undertake any other duties commensurate with the role and responsibilities of the post as directed by the Head of School.

- To work with in and abide with all School Policies & Procedures that relate directly to the lunchtime.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

Safeguarding

The Loriners Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks, including an enhanced DBS check, in line with Keeping Children Safe in Education (KCSIE).

The Loriners Multi Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.