



Aston Fields Middle School
A School of Character

Job Description

Job Title: Lunchtime Supervisor

Pay Scale: Scale 1

Term of Appointment: Permanent contract to start as soon as possible. 7 hours 55 minutes per week (term time only), Monday - Friday, 12.00pm – 1.35pm

Responsible to: School Business Manager/Deputy Headteacher

Date of Assuming Post: as soon as possible

Main Purpose of the Job:

Supervision of pupils on school premises during lunchtimes to include ancillary duties in the dining areas as directed by the Senior Leadership Team.

Main Duties and Responsibilities

- Preparation of dining hall for pupils' use at lunchtime.
- Supervision of pupils entering the dining hall.
- Supervision of pupils when eating meals or sandwiches.
- Supervision of pupils on the playground/field or classrooms according to weather.
- Supervision of pupils in cloakroom and toilet areas.
- Attending any minor accidents sustained during the lunch hour and reporting any accidents to the Senior Teacher in Charge (in accordance with the Authority's procedures and the school's First Aid Policy).
- Supervising pupils' use of the 'waste table', ensuring that spillages are cleared, cleaning tables, waste table, sweeping and mopping of hall/dining area after lunchtime has ended.
- Supervision and guidance, where necessary, of playground activities.
- Participate in training and other learning activities and performance development as required.
- Maintain health & safety standards with regards to handling of equipment (e.g. tables and benches) and pupil welfare.
- Always maintain confidentiality, in accordance with school policy and follow safeguarding procedures.



- All staff are expected to dress professionally and appropriately for this role.
- Be a character role model for our pupils.

Skills/Knowledge:

- Ability to communicate with children and adult.
- Ability to carry out instructions.
- Ability to cope with minor accidents and incidents.
- Ability to work as part of a team.