



JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
School:	St Joseph's Catholic Primary School, Malvern
Grade:	Scale 1, SCP 3
Reporting To:	Headteacher

Main Purposes of Role:

- To be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break.

Main Duties:

- To supervise children on school premises and grounds.
- To positively encourage good behaviour and table manners and hygiene and use initiative in monitoring events occurring on the school premises and grounds.
- To assist younger pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures:
 - serving food to the children
 - carrying of meal to the table
 - assisting with the service at the table
 - training children in the correct use of cutlery
 - clearing and putting away table equipment and serving dishes
 - wiping and re-setting tables if necessary
 - cleaning up food and water spillages on tables and floors
- To report any relevant matters or dangers to the Headteacher/Designated Safeguarding Lead.
- To ensure a safe environment (e.g., reporting/clearing up broken glass)
- To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in first aid records and report serious accidents to the Headteacher.
- To be responsible for organising play activities in the playground or indoors during wet playtime.
- To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the ethos and environment of the school.
- To adhere to the need for confidentiality at all times.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

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 any health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.



Notes:





- This post is subject to a DBS check under the arrangements
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- 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 Council's Equal Opportunities Policy.

