



**School:** Grimley and Holt CE Primary School  
**Job Title:** Lunchtime Supervisor  
**Hours per week:** 8 hours 45 minutes (11:30am-13:30pm per day)  
**Scale:** 1.3  
**Deadline:** Friday 17<sup>th</sup> July 12 Noon

We require a Lunchtime Supervisor to join our friendly, hardworking team. This is a small team where a flexible approach to the duties is required.

The post is part of a whole school team and the candidate will be required to work in the school hall and the playground involving supervision, engaging the children in purposeful play, and providing assistance to them as required. The post in the hall will include setting up the tables and benches, serving food and clearing tables and benches.

**The successful candidate will:**

- enjoy working with children
- be a good communicator and team player
- be able to attend any training necessary
- be willing to take on any task asked of them
- be physically fit as some lifting will be involved

**In return we will offer:**

- a warm, caring, supportive and positive working environment, where all staff are valued
- well behaved, friendly and well-motivated children
- a commitment to staff mental health and wellbeing
- excellent relationships with parents and other stakeholders

**Main Duties and Responsibilities:**

1. To work with the three other Lunchtime Supervisors in the supervision of children during the mid-day break.
2. To ensure the safety and welfare of all the children during the lunch-time break.
3. To work with other Lunchtime supervisors in dealing with and reporting minor problems and accidents. In the unlikely event of children using unreasonable behaviour, report any incidents to the Head.
4. To support with the supervision in the hall, corridors and classrooms during wet play.
5. To prepare the Hall for the lunch-time break and to clear the hall when lunch is finished.
6. To serve the dinners supplied to school ensuring they are at the correct temperatures.
7. To ensure that the children return to the care of their teachers following the midday break, and to report any known incidents or accidents to the class teacher concerned.
8. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities
9. To undertake such 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.
10. To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
11. In all contacts the post holder will be required to present a good image of Grimley and Holt CE Primary School and the Governing Body, as well as maintaining constructive relationships.
12. The lunchtime supervisor is to undertake duties commensurate with his/her position as guided by the Head.

Grimley and Holt CE Primary School is committed to safeguarding and promoting the welfare of the children and the appointment is subject to an enhanced DBS check and two suitable references.