

JOB DESCRIPTION

Job Title: Lunchtime Supervisor

Grade: Scale 1 (or current equivalent grade)

Hours

Hours of Work: Monday to Friday, 2 hours per day (term time only)

Total Weekly Hours: 10 hours

2 hours per day during the school lunchtime period

Responsible to: Headteacher and Governing Body

Liaison With

Headteacher, Deputy Headteacher, School Business Manager/Administrator, Teaching Staff, Support Staff and Catering Staff.

Responsible For

The welfare, safety and supervision of pupils during the lunchtime period.

Main Purpose of the Role

To work as part of the lunchtime team to ensure the safety, welfare and positive behaviour of all pupils during the lunchtime period. The post holder will supervise pupils in the dining hall, playground and other designated areas, promoting positive play, good manners and a safe and inclusive environment.

Person Specification

The successful candidate will demonstrate:

- The ability to work effectively as part of a team.
- A positive, caring and supportive attitude towards children.
- Good communication and interpersonal skills.
- A willingness to be flexible and cooperative.

- Reliability, punctuality and professionalism.
 - Commitment to safeguarding and promoting the welfare of children.
 - Loyalty to the school and its values.
 - The ability to remain calm and act appropriately in different situations.
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Key Responsibilities

Pupil Supervision

- Supervise pupils during the lunchtime period in the dining hall, playground and other designated areas.
- Ensure that adequate supervision is maintained at all times across the school site.
- Support pupils whilst they collect and eat their meals.
- Encourage good table manners, positive behaviour and respectful interactions between pupils.
- Assist younger pupils where necessary with eating and the use of cutlery.
- Promote positive play and encourage pupils to participate in safe and constructive activities.
- Support the school's behaviour policy and report any concerns to a senior member of staff.

Safeguarding and Welfare

- Ensure the safety and wellbeing of pupils at all times.
- Monitor and respond appropriately to incidents, accidents or concerns.
- Administer basic first aid within the limits of training received and seek support from qualified First Aiders when required.
- Ensure that accidents and incidents are reported and recorded in accordance with school procedures.
- Be vigilant in identifying safeguarding concerns and report these immediately in line with school safeguarding procedures.

Health and Safety

- Maintain a safe environment for pupils and staff.
- Report hazards, defects, spillages or dangerous situations promptly.
- Monitor site security during periods of duty and report any unauthorised visitors or intruders.
- Follow school health and safety policies and procedures at all times.

Dining Hall Duties

- Assist with setting up and clearing away tables as required.
- Clean tables and dining areas between sittings where appropriate.
- Support the smooth and efficient operation of lunchtime arrangements.

Professional Responsibilities

- Participate in relevant training and professional development opportunities.
 - Follow school policies and procedures, including safeguarding, behaviour, health and safety, equality and confidentiality.
 - Promote the school's values and maintain positive relationships with pupils, staff, parents and visitors.
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General Duties

- Undertake any other duties appropriate to the grade and nature of the post as directed by the Headteacher.
 - Work in accordance with all school policies and procedures.
 - Promote equality, diversity and inclusion in all aspects of the role.
 - Maintain confidentiality regarding pupils, staff and school matters.
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Additional Information

- The post is subject to an enhanced DBS check and satisfactory safeguarding clearances.
 - Millfields First School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
 - The school reserves the right to amend this job description following consultation to reflect changes in duties or organisational requirements.
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