



## **Job Description**

Lunchtime Supervisor

### **Responsible to:**

Senior Lunchtime Supervisor and the Headteacher

### **Overall Purpose of this Post:**

To manage pupils throughout the lunchtime period, ensuring they are safely occupied during the lunchtime break

### **Main responsibilities:**

- Supervision of pupils in the dining hall.
- Supervision of pupils in the playground areas and school premises. Set up equipment and organise activities
- Cleaning up spillage and ensuring tables are clean in the dining hall.
- Setting up of dining room for lunch break on a daily basis.
- Clearing up after children who are unwell.
- Ensure the maintenance of good order and discipline.
- Assist children with personal self-care and support the caring ethos of the academy.
- To implement and promote the Trust and the school's policies and procedures relating to all areas of employment and service delivery.

### **Knowledge, Skills and Experience Required:**

- Ability to supervise children whilst eating lunches and playing in the playground at the lunchtime break.
- Basic awareness of first aid.
- Basic cleaning skills.
- Experience of working with children is desirable.
- Ability to settle minor problems between children.
- Ability to decide when to refer issues to the Senior Lunchtime Supervisor.
- Engages children in play.
- Works well within a team and is able to pass along all necessary information to other colleagues.

### **Work Environment/Conditions**

- Tasks will be interchanged between the dining hall and the playground.
- Will be expected to work indoors and outdoors with the children. (50% each on a daily basis).
- Potentially there could be some risk from bodily fluid when cleaning.