



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Job Description

LUNCH-TIME SUPERVISOR

Grade: Grade 1 point 3 £18,562 pro-rata
hours: Hourly rate £9.62
working hours 11:40am– 1:10pm
Mon to Fri (7.5 hrs per week term time only)
Location: St Patrick's Primary School
Report to: Mrs C Charlton, school business manager

Job Purpose

- The care and supervision of the children before and after meals, covering the full interval between the start and end of the lunchtime period, in accordance with the school's policies and procedures.

Main Duties and Responsibilities

- Actively support and facilitate children's play in the playground.
- Show commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity.
- Demonstrate a positive and respectful attitude towards others; providing a positive role model in terms of speech, dress, behaviour and attitude.
- Develop supportive, responsive and positive relationships with children.
- Always listen to children's concerns and respond appropriately.
- Be alert for children who are at vulnerable and intervene in disputes, as necessary.
- Ensure that all children who suffer any injury or accident are dealt with promptly and appropriately and in accordance with the school's agreed procedures.
- Maintain accurate and relevant incident/accident records.
- Report any hazards in the playground environment to Mrs C Charlton and highlight any concerns about risks in children's play activities.
- Supervise children in classrooms during inclement weather.
- Supervise the washing of hands of pupils.

- Supervise entry/exit into/from the dining hall by the pupils.
- Assist pupils during the mealtimes.
- Clear up all spillages during mealtime promptly.
- Assist in wiping tables and chairs when necessary at end of the meal.
- Assist with sweeping of dining area.
- Supervise children in designated areas, ensuring good conduct in behaviour in accordance with the school's behaviour policy.
- Report any serious concerns regarding children's welfare or behaviour to the child's teacher or headteacher as and when they arise.
- Attend and participate in team meetings and training as required.

Additional Information

- The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.
- The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Job description last agreed 2021.