

**Job Description - Lunchtime Supervisor**

| **Postholder** |  |
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| **Postholder Reports to** | Head of Lower School |
| **Scale/Salary/ Conditions** | Salary fixed scale point SCP 3 (Actual salary £3,667 per annum, pay increase pending)  Permanent, 7.5 hours per week across 5 days, 12:15pm – 1:45pm, Monday to Friday, term time only. |
| **Key purpose of job** | To ensure the safety and well being of students during lunchtime and that problems are resolved or referred to an appropriate level.. |
| **Responsibilities specific to post** | * To supervise students during the lunch hour both inside and outside the building * To encourage positive relationships amongst students during lunch hour * To ensure that students are back in school on time at the end of lunch * To report any concerns to the Head of Lower School * Assist in maintaining a clean and safe dining environment * To undertake other duties allocated by the Head of Lower School |

This job description may be amended at any time in consultation with the postholder. It is subject to annual review at the request of the Headteacher or post holder.