

## **Lunchtime Supervisor**

**HOURS :** 11:30 am to 1:00pm Monday to Friday

**GRADE :** Band 1 SCP 3

**JOB PURPOSE:** Assist with the care and welfare of pupils within the school over the lunch period including the patrol of the school both inside and out in line with the school policy

### **MAIN DUTIES/RESPONSIBILITIES**

**As a Lunchtime Supervisor, you may undertake any or all of the following duties and responsibilities.**

1. Supervision of pupils in line with individual school policy and procedures.
2. Assist with the setting up of lunchtime play equipment, ensuring it is in good condition and safe to use on the playground.
3. Lead on lunchtime play activities modelling to children appropriate play and how to use the equipment safely and respectfully.
4. Assist with the tidying up of lunchtime play equipment, supervising children and modelling what this looks like in line with school expectations.
5. Whilst working in the dining room, assist with the cleaning up of spillages on tables and floors and clear food trays and cutlery away in line with school procedures.
6. Encourage children with healthy eating and helping as and when necessary, with pupils at mealtimes who may have difficulty or are unable to feed themselves.
7. Report all injuries to appropriate school officer and ensure that pupils receive appropriate care and attention when sick or injured.
8. Encourage good behaviour and conduct of all pupils.
9. The post holder must carry out his/her duties with full regard to the School's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and

consistent manner.

10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
11. Any other duties of a similar nature related to the post, which may be required from time to time.

**APPLICANTS MUST HAVE THE RIGHT TO WORK AND LIVE IN THE UK**

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY DISCLOSURE & BARRING SERVICE CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Experience &amp; Knowledge</b>	E1	Experience of working with children.	AF, I, R	D1	Previous Supervisory Assistant/Play Leader experience	AF, I, R
				D2	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF, I, R
<b>Skills</b>	E2	Good written and verbal communication skills.	AF, I, R			
	E3	Ability to complete reports (for example accident and incident reports).	AF, I, R, D			
	E4	Ability to deal with a range of people including parents, children and colleagues	AF, I, R			
<b>Special Requirements</b>	E5	Motivation to work with children	AF, I, R			
	E6	Ability to form and maintain appropriate relationships and personal boundaries with children	AF, I, R, D			

	E7	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF, I, R,			
	E8	Suitability to work with children	D			
	E9	The ability to communicate at ease with colleagues, children, parents/carers and provide advice in accurate spoken English	I			