

Job Description

Post Title: Lunchtime Supervisory Assistant

Grade: Grade B, SCP 3

Reports To: Head Teacher

Job Purpose

Responsibility for the care and supervision of children before and after meals, covering the full interval between the close of the morning session and the beginning of the afternoon session, in accordance with the Trust policies and procedures.

Main Duties and Responsibilities

- Supervise the entry and exit of pupils to and from the dining hall.
- Supervise the washing of hands of pupils.
- Assist pupils during the meal service.
- Ensure pupil maintain high standards of behaviour, reporting any cases of persistent misbehaviour, especially bullying, as appropriate.
- Clear up any spillages during mealtimes promptly.
- Assist in wiping up tables and chairs when necessary and at the end of the meal.
- Supervise children in designated areas ensuring good conduct in behaviour in accordance with the school's Behaviour Policy.
- Initiate games and activities, where appropriate, whilst maintaining broad supervision.
- Supervise children in classrooms during inclement weather.
- Engage pupils in safe, enjoyable and creative activities.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- Attend training courses relevant to the post ensuring continuous professional development.
- Work closely with other members of the lunchtime team.
- Present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children, taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.

Additional Information

The successful candidate will:

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

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.

October 2025



Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	Knowledge of Basic First Aid	D1	First Aid Certificate
Experience			D2	Prior experience within an educational setting
			D3	Previous experience in overseeing or supervising children
Skills	E2	Ability to work collaboratively with others as part of a team		
	E3	Ability to interact with children and adults in a friendly and professional manner		
Personal Attributes	E4	Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude		
	E5	Demonstrates self-motivation, punctuality, reliability, and a dedicated work ethic		
	E6	Ability to work independently or with minimal supervision		
	E7	Commitment to providing a high quality service		
	E8	Dedication to seeking opportunities for ongoing improvement		
Special Requirements	E9	A commitment to safeguard the welfare of children		
	E10	Capability to adhere to data protection principles		
	E11	Able to comply with Equal Opportunities Policies, the Trust/school Code Conduct, and all other Trust/school policies		
	E12	Capacity to comply with health and safety policies, rules and regulations		
	E13	Ability to uphold the Catholic ethos of our schools		