



Wolsingham Primary School Job Description

<u>Post Title:</u>	Lunchtime Supervisor
<u>Grade:</u>	£9.36 per hour
<u>Hours:</u>	1 hour 30 minutes per day (7.5hrs per week) (11.45am – 1.15pm)
<u>Responsible to:</u>	Headteacher

Main Duties / Responsibilities

- To supervise children anywhere on the school premises during the lunchtime period
- To work as a member of a team to secure the safety, welfare and good conduct of children during the mid-day period
- When supervising pupils in the dining room
 - Encourage good social behaviour for meal times
 - Encourage children to eat their meal whenever possible
 - Clear up spillages
 - Wipe tables, trays etc.
 - Leave the dining room in a clean and tidy condition
- When supervising pupils in the playground / field
 - Ensure all areas are supervised
 - Ensure play equipment is brought out / in safely
 - Lead / promote play activities: skipping, trim trail, ball games etc.
- The post holder must carry out his/her duties with full regard to the LA'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
- To comply with Health and Safety Policies and systems, report any incidents/accidents/hazards and to take pro-active approach to health and safety matters in order to protect both yourself and others
- Any other duties of a similar nature related to the post which may be required from time to time

Health and Safety:

- Comply with the requirements of the Health and Safety at Work Regulations
- Take reasonable care for the Health and Safety of yourself and others
- Co-operate with the school in ensuring that Health and Safety responsibilities are carried out

This job profile will be the subject of review at least once in each academic year and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

Post Holder:

Headteacher:

Date: