

**Glynwood Community Primary School**  
**Job Description**  
**Lunchtime Supervisor**

**Line Manager:** Headteacher

**Post:** Grade B

**Duties and Responsibilities:**

- To collect children from classroom/playground.
- To supervise the entry of the children into the dining hall.
- When necessary, assist children to collect meals.
- To supervise table manners.
- To encourage the children to eat their meal and try new foods.
- To supervise the children in the dining hall and as they go in and out.
- To report any unacceptable behaviour to the Headteacher/Deputy Head/Class Teacher.
- To wipe up spillages and clear breakages during meal times.
- To supervise/organise games in the playground.
- To supervise children in doors when the weather is bad.
- To be aware of health and safety/child protection issues.
- To circulate amongst the children when they play.
- To take care of minor injuries.
- To attend training (additional pay will be given for attending training sessions).
- To tidy the packed lunch hall after service - sweep floor and wipe tables.
- follow Safeguarding and Child Protection guidelines and practices including reporting any safeguarding concerns to Designated safeguarding lead or deputies. '

Signed: \_\_\_\_\_ Lunchtime Supervisor

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_