**Hunwick Primary School: Job Description**

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| **Job Title:** | **Lunchtime Supervisor** |
| **Scale:** |  |
| **Hours:** | **6.25 hours per week**  **Monday to Friday 11:45am – 1:00pm**  **Term time only** |
| **Responsible to:** | Headteacher |
| Focus: | * To assist in providing safe and efficient lunchtime provision. |

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| **Key Area of Responsibility** | **Brief Outline** |
| Generic responsibilities | * Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure; * To model the values, ethos and vision of the school; * To maintain at all times the utmost confidentiality with regard to all records and personal data relating to staff, pupils and other information of a sensitive or confidential nature. |
| Specific responsibilities | * To supervise areas of the school throughout the lunchtime, whether inside or outside the dining area, including corridors and outside areas. * To support and manage the behaviour of pupils in line with school policy. * To encourage healthy eating. * To clean trays, tables and floor surfaces during and immediately after lunchtimes to ensure that the dining area is left in a tidy condition. * To follow the health and safety policy of the school, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters. * To ensure that pupils queue for lunch in an orderly and safe manner. * To deal with any immediate problems or emergencies according to the school’s policies and procedures. * To supervise in any other areas during lunchtimes as directed by the Senior Leadership Team. |
| Special Conditions | * The post-holder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties; * The post-holder will be expected to contribute to the protection of children, in accordance with agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager; * The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to; * An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. |
| **The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.** | |