

<u>Lunchtime Supervisor Job Description</u>
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Band: 1	Workplace: School Based	JE Ref: SG9
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JOB PURPOSE

To ensure the supervision, safety and welfare of pupils during the mid-day break; in the dining areas, playground and circulation areas.

PRINCIPAL RESPONSIBILITIES

1. To be on duty in the area allocated and the time allocated.
2. To supervise pupils to ensure good behaviour in and around school.
3. To report to the Site Manager via the office any health or safety hazards.
4. To adhere to all school policies and procedures that affect you and your duties (e.g fire; accident reporting; no smoking etc).
5. To attend to sick children including the cleaning of spillage and sickness.
6. To report any accidents and request assistance from the school's first aider as required.
7. To report to the headteacher or class teacher any incidents:-
 - Where pupils have acted in a manner deemed to be a danger to themselves and others.
 - Where pupils have acted in an inconsiderate or discourteous manner.
 - Where pupils have disobeyed the rules.
8. To supervise pupils in the dinner queue and ensure pupils line up in an orderly fashion.
9. To supervise pupils in the dining hall.
10. Attend to any spillages on floors and table tops utilising equipment provided by the caterers.
11. Assist with the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates.
12. Supervise and assist pupils with packed lunches and ensure clearance of waste.
13. Ensure the removal of food and litter in the dining hall by pupils to maintain satisfactory standard.
14. To supervise pupils and arrange classroom activities during inclement weather.
15. Other duties as may reasonably be allocated by the Headteacher.
16. Assist pupils with fastening of their coats.
17. Escort pupils to classroom for afternoon activities.
18. Encourage pupils to eat the meal provided; assist with the serving and clearing of the meal; the cutting up of food and training pupils in the use of cutlery and table manners.

PERSON SPECIFICATION

1. Previous experience in a similar role would be an advantage.
2. Good communication skills and a pleasant nature.
3. Patience, initiative and the ability to operate within a team environment.