

## **JOB DESCRIPTION**

### **LUNCHTIME SUPERVISOR**

**Post Title:** Lunchtime Supervisor

**Immediately responsible to:** Assistant Principal

#### **Main Purpose of Post:**

- To ensure the safety, general welfare and conduct of pupils during the lunchtime period.
- Assist school and catering staff with basic cleaning and general duties in and around dining areas.
- To support with the children's lunchtime activities and encourage well-structured and safe play

#### **Key Accountabilities:**

- To supervise pupils in designated areas of the school during lunchtime and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

#### **Note**

This job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Business Manager and the post holder.

October 2018