

# Job Description



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Lunchtime Supervisor	<b>Post No</b>	
<b>Directorate</b>			
<b>Division</b>	Cranmore Infant School		
<b>Salary Band/Range</b>	Band A (£22,366 - £22,737 pro rata)		
<b>Responsible to</b>	Head teacher, Phase Leader,		
<b>Location</b>	Foundation Key Stage or Key Stage 1		
<b>DBS Check</b>	Cranmore Infant School is committed to safeguarding and promoting the welfare of children and an enhanced DBS check will be a requirement for the successful candidate.		
<b>Special Conditions</b>			

## 1. Job Purpose

The job involves supervising and helping the children while they eat their lunch and afterwards at playtime.

## 2. Key Responsibilities

### 2.1 Main Duties

- Supervising children preparing for lunch, washing hands, etc.
- Checking that dinner numbers are correct.
- Taking children to and from the hall.
- Supervising the fetching and eating of meals and serving drinks.
- Supervising the eating of sandwiches.
- Ensuring that good standards of behaviour are maintained.
- Dealing with spillages.
- Some aspects of clearing up after meals.
- Supervising and playing with the children on the playground or, on wet days, in the classrooms.
- Administering simple basic first aid.
- Tending to sick, wet or soiled children and clearing up after accidents.
- Bringing children back into school after lunchtime and supervising in the classroom until the teacher returns.
- Reporting any concerns to other school staff eg class teacher, Head teacher

	<ul style="list-style-type: none"> <li>Supporting the school's policies on Behaviour, Equal Opportunities, Safeguarding and any other relevant policies.</li> <li>This is not intended to be a complete and exhaustive list of all duties and responsible</li> </ul>
<b>2.2</b>	<b>People</b>
	The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.
<b>2.3</b>	<b>Safeguarding</b>
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	No direct responsibility for finance
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.
<b>2.6</b>	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3. Other Conditions</b>	
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.5</b>	<b>Core Qualities &amp; Leadership Framework</b>

		The school expects all staff to meet the National Occupation Standards, supporting Teaching and Learning in Schools and to demonstrate the behaviours in the Staff Behaviours Framework to an acceptable level.
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<b>Compiled/Reviewed</b>	Head teacher
<b>Signed:</b>	
<b>Date:</b>	

**CRANMORE INFANT SCHOOL  
Person Specification**

**Post title:** Part-time Lunchtime Supervisor

This person specification sets out the essential criteria for this post. It also includes some other criteria which are not essential but are nevertheless desirable. Candidates applying for the post must meet the essential criteria and should try to provide some supporting evidence in their applications. It is also expected that excellent and unequivocal references could be provided to support candidate's applications.

<b>Attributes</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
1. Qualifications and training  2. Experience  3. Skills and abilities  4. Knowledge  5. Personal qualities and educational values	<ul style="list-style-type: none"> <li>• A commitment to training</li>   <li>• Experience of caring for, or working with, young children</li>   <li>• Effective all-round communicator with good spoken skills in English</li> <li>• The ability to encourage and develop the children's social skills</li> <li>• The ability to work in a team situation</li> <li>• The ability to use own initiative</li> <li>• The ability to support colleagues</li> <li>• Flexible and adaptable to change</li>   <li>• A knowledge of basic first aid</li>   <li>• Respects and values children</li> <li>• Reliable, efficient and of high integrity</li> <li>• A commitment to safeguarding children</li> <li>• Warm, friendly nature, able to establish and maintain good personal relationships</li> <li>• A commitment to equal opportunities</li> <li>• Commitment to providing high quality care and education for children</li> </ul>	<ul style="list-style-type: none"> <li>• Recent, relevant training</li>   <li>• Recent experience of working as a lunchtime supervisor or in another school setting</li>     <li>• A qualification in basic First Aid</li>   <li>• A willingness to become involved in, and support, other aspects of the life of the school</li> </ul>