



Job Description

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. All positions in this school will be subject to DBS checks.

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| Post Title | Lunchtime Supervisor | Post No | LTS |
| Division | Burman Infant School | | |
| Salary Band/Range | Band A | | |
| Responsible to | Headteacher / Office Manager | | |
| Location | Main School (Reception to Year 2) | | |
| DBS Check | Burman Infant School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and an enhanced DBS certificate will be a requirement for the successful candidate. | | |
| Special Conditions | Temporary Contract / Term time only | | |

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| 1. Job Purpose |
| <p>The job involves supervising and helping the children while they eat their lunch and afterwards at playtime, including First Aid provision.</p> <p>Within the role you will also be required to support reading practice sessions.</p> |

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|---|------------------------|--|-------------------|
| 2. Key Responsibilities | | | |
| <table border="1"> <tr> <td>2.1 Main Duties</td> </tr> <tr> <td> <ul style="list-style-type: none"> • 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 / packed lunches. • Ensuring that good standards of behaviour are modelled, encouraged and maintained. • Dealing with spillages. • Some aspects of clearing up, after meals. • Supervising, playing and engaging with the children, including on wet days. • Supervision of children (within the class) who have additional needs. • Administering simple, basic first aid. • Tending to sick, wet or soiled children and clearing up after accidents. • Daily communication with the assigned Class Teacher. • Reporting any concerns to other school staff e.g. Headteacher / Deputy-Headteacher / Key Stage Leader. • Supporting the school's policies on Behaviour, Equal Opportunities, Safeguarding and any other relevant policies. • Supporting groups during reading practice sessions (as directed by the Class Teacher). <p>* This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post.</p> </td> </tr> <tr> <td>2.2 People</td> </tr> </table> | 2.1 Main Duties | <ul style="list-style-type: none"> • 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 / packed lunches. • Ensuring that good standards of behaviour are modelled, encouraged and maintained. • Dealing with spillages. • Some aspects of clearing up, after meals. • Supervising, playing and engaging with the children, including on wet days. • Supervision of children (within the class) who have additional needs. • Administering simple, basic first aid. • Tending to sick, wet or soiled children and clearing up after accidents. • Daily communication with the assigned Class Teacher. • Reporting any concerns to other school staff e.g. Headteacher / Deputy-Headteacher / Key Stage Leader. • Supporting the school's policies on Behaviour, Equal Opportunities, Safeguarding and any other relevant policies. • Supporting groups during reading practice sessions (as directed by the Class Teacher). <p>* This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post.</p> | 2.2 People |
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| | No direct responsibility for staff. |
| 2.3 | Safeguarding |
| | 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. |
| 2.4 | Financial |
| | No direct responsibility for finance. |
| 2.5 | Buildings & Equipment |
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| 2.6 | Health & Safety |
| | 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's Corporate and Departmental Health and Safety policies. |
| 2.7 | Policies & Procedures |
| | The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. |
| 3. | Other Conditions |
| 3.1 | Mobility |
| | 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. |
| 3.2 | Equal Opportunities |
| | The 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. |
| 3.3 | Variations to Job Descriptions |
| | 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. |
| 3.4 | Training and Development |
| | 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. |
| 3.6 | Core Qualities & Leadership Framework |
| | The school expects all staff to demonstrate the behaviours in the Core Qualities Framework to an acceptable level. |

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| Compiled/Reviewed by: | Miss E Saxty (HT) | Date: | April 2024 |
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