

Job Description



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity, childcare disqualification check, qualifications check, online check and living/working overseas check.

| | | | |
|---------------------------|---|----------------|--|
| Post Title | Lunchtime Supervisor | Post No | |
| School | Sharmans Cross Junior School | | |
| Salary Band/Range | Band A - £22,366– £22,737 Per Annum Pro-Rata | | |
| Responsible to | Head teacher/ Assistant head teacher | | |
| DBS Check | Any appointment is subject to an enhanced DBS check | | |
| Special Conditions | Mon – Fri 11.45am to 1.15 pm (7.5 hours per week) Term time only + Teacher training days | | |

1. Job Purpose

To support the effective and safe running of the daily lunchtime session in school.

2. Key Responsibilities

2.1 Main Duties

- Ensuring that good standards of behaviour are maintained.
- Supervising and playing with the children on the playground or, on wet days, in the classrooms.
- Monitoring children's safety on the playground/ in the hall.
- Organising and leading games
- Assisting with set up and putting away of dining hall tables before and after lunch.
- Supervising children preparing for lunch, washing hands, etc.
- Interaction with children to form relationships and engage the children with games and activities.
- Cleaning or tables and sweeping floors in dining hall
- Supervising the fetching and eating of meals/ packed lunch and serving drinks.
- Dealing with spillages.
- Clearing up after meals.
- Administering first aid.
- Clearing up after accidents and meeting children's medical needs
- Reporting any concerns to other school staff e.g. DSL, class teacher, head teacher and on MyConcern
- Supporting and adhering to school policies
- Attend relevant training

| | |
|------------|--|
| | <ul style="list-style-type: none"> • Be committed and open to continuous professional development • Undertake any other reasonable and relevant duties in accordance with the changing needs of the school, as required by the head teacher |
| 2.2 | People |
| | 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 |
| | To ensure equipment is used safely and the playground/ hall is left clean and tidy. |
| 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 Health and Safety policies. |
| 2.7 | Policies & Procedures |
| | The post holder will be accountable for ensuring that he/she is aware of relevant Council/ school 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. |

| | |
|------------------------------|-----------------|
| Compiled/Reviewed by: | Trudi Boon- AHT |
| Date: | October 2024 |