

# 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>School</b>	Greswold Primary School		
<b>Salary Band/Range</b>	Band A £23,656 - £24,072 (Pro Rata)		
<b>Responsible to</b>	Business Manager		
<b>DBS Check</b>	Any appointment is subject to an enhanced DBS check		
<b>Special Conditions</b>	Term time only		

## 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

- Preparing the dining hall environment
- 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, field 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
- Supporting the school's policies on Behaviour, Equal Opportunities, Safeguarding and any other relevant policies.
- Promoting the school values of Belonging, Respect, Independence, Curiosity, Kindness & Success.
- This is not intended to be a complete and exhaustive list of all duties and responsible attached to the post.

<b>2.2</b>	<b>People</b>	
		No direct responsibility for staff.
<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>	
<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's Corporate and Departmental 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 Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>	<b>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>	
		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.
<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>Compiled/Reviewed</b>	Gemma Carpenter
<b>Date:</b>	December 2024

# Person Specification



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	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	Basic Literacy & Comprehension	GCSEs or equivalent, First Aid Qualification	Application form and certificates

<b>Skills &amp; Abilities</b>	Good timekeeping and interpersonal skills		Interview and references
	Problem solving skills: Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupils, and know when to escalate to an appropriate member of staff.		Application Form, Interview
	A proactive team player who has a flexible and adaptive approach to working.		Application Form, Interview
	Able to follow instruction		Application Form, Interview
	Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks  Sensitivity to pupils' individual needs when providing personal care or administering first aid.		Application Form, Interview

<b>Experience &amp; Knowledge</b>	Worked with children or management of own children	Basic knowledge of first aid	Application form, interview
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<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	<b>Trust and Respect</b> -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

<b>Other Requirements</b>			
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<b>Compiled/Reviewed by</b>	Gemma Carpenter
<b>Date</b>	December 2024