

# 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 requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Lunchtime Supervisor	<b>Post No</b>	
<b>School</b>	Coleshill Heath School		
<b>Salary Band/Range</b>	Band A (pro rata)		
<b>Responsible to</b>	Headteacher		
<b>DBS Check</b>	Enhanced check required		
<b>Working Weeks</b>	38 Weeks (Term time) plus INSET days as required		

## 1. Job Purpose

To support the class teacher in providing and promoting an environment suitable for the development of children.

## 2. Key Responsibilities

### 2.1 Main Duties

You are required to carry out the following responsibilities which are specific to Coleshill Heath School:

- Supervising children preparing for lunch, washing hands, supervising safe and hygienic washroom activity
- Ensure the Health and Safety of the children in your charge at all times.
- Checking that dinner numbers are correct.
- Escorting the children to and from the hall.
- Supervising the fetching and eating of meals and serving drinks.
- Serving the eating of sandwiches.
- Ensuring that good standards of behaviour are maintained.
- Dealing with spillages.
- Clearing up after meals.
- Supervising and playing with the children on the playground or, on wet days, in the classrooms.
- Administering and recording basic first aid.
- Recording incidents/accidents.
- 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.

	<ul style="list-style-type: none"> <li>• Ensuring children play safely and encouraging them to play cooperatively with their peers.</li> <li>• Maintain confidentiality at all times including not speaking to parents outside of school regarding issues with their children.</li> <li>• Reporting any concerns to other school staff e.g. class teacher, Headteacher.</li> <li>• Supporting the school's policies on Behaviour, Equal Opportunities, Safeguarding and any other relevant policies.</li> <li>• Ensure that you comply with the terms and conditions of the Support Staff Handbook.</li> <li>• This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post</li> <li>• This job is subject to change as the role develops.</li> </ul> <p>To undertake any other duties that can reasonably expected of and are relevant to the nature of the post.</p>
<b>2.2</b>	<b>People</b>
	<p>Continue to create a team culture within the Lunchtime Supervisors team and the whole school.</p> <p>No direct responsibility for staff.</p> <p>You are required to support the care, play and dining of children aged 4-11.</p>
<b>2.3</b>	<b>Safeguarding</b>
	<p>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.</p>
<b>2.4</b>	<b>Financial</b>
	<p>The job involves little direct responsibility for financial resources.</p>
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	<p>To ensure safe and proper use of equipment.</p>
<b>2.6</b>	<b>Health &amp; Safety</b>
	<p>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.</p>
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	<p>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.</p>

<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>	
		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>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>	
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

<b>Compiled/Reviewed by:</b>	N Fowles, Headteacher, Coleshill Heath School
<b>Date:</b>	June 2024

# Person Specification



This school 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>	Coleshill Heath School		
<b>Salary Band/Range</b>	Band A		
<b>Responsible to:</b>			

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	No formal qualifications required	GCSEs or equivalent	Application form and certificates

<b>Skills &amp; Abilities</b>	Good literacy skills, able to write reports and check others work		Application form and interview
	Organisational skills – able to create and manage rotas/routines/run regular meetings/source training for other supervisors (supported by SMT)		Application form and interview
	Excellent timekeeping and interpersonal skills		Interview
	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		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.		Interview

<b>Experience &amp; Knowledge</b>	Worked with children or management of own children	Lunchtime supervisor or similar supervisory role experience	Application form, interview, references
	Can understand and work within school policies	Knowledge of appropriate school policies and procedures	

<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>	Manual requirements: Ability to cut food for disabled or younger pupils. Ability to set up and clear away tables/chairs and assist with cleaning of dining area.	Interview

<b>Compiled/Reviewed by</b>	Mrs D Curley
<b>Date</b>	June 2024