

## POSITION: LUNCHTIME SUPERVISOR

### JOB DESCRIPTION

**REPORTING TO:** Bursar

**MAIN PURPOSE OF ROLE:** To support the effective and efficient running of lunchtimes, ensuring children are supervised safely during the lunch period.

### **MAIN AREAS OF RESPONSIBILITY:**

The following list is not exhaustive but indicates the range of duties of the post holder.

#### Lunchtime

- Supervising pupils at mealtimes - encouraging children to eat healthily, helping infants to open packaging or cut up food, and providing some social and educational training, such as good table manners
- Cleaning up spillages and helping to clean tables and clear the dining area
- Overseeing children in the playground or during wet play, and suggesting activities and monitoring their safety and suitability
- Supervising children using toilet facilities including ensuring good standards of hygiene
- Caring for the personal cleanliness of children
- Ensuring the children conduct themselves appropriately
- Making sure children who are ill or injured receive appropriate medical attention, and reporting any serious accidents

#### General

- Support and contribute to the School's responsibility for safeguarding pupils
- Respect and follow school policies and procedures
- Uphold the Catholic ethos of the school e.g. participating in the lunchtime prayers and modelling the schools values.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors
- Maintain a personal responsibility for own health and safety
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Undertake other relevant duties associated with the job purpose allocated at the discretion of the Headteacher, Deputy Headteacher, Bursar or other designated manager
- Participate in INSET Day training, when required



## POSITION: LUNCHTIME SUPERVISOR

The post holder will:

- Have some basic first aid knowledge or be willing to undertake first aid training
- Enjoy working with children
- Have a positive, can-do approach
- Be happy to work outdoors
- Be organised and able to keep records
- Work well in a team setting
- Be flexible and use their initiative
- Have a high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality
- Have honesty, energy, enthusiasm
- Be well-groomed, with dress standards and appearance appropriate to the role
- Be willing to “roll up sleeves” in an emergency

This job description should be seen as enabling rather than restrictive and is subject to annual review.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_