



Our Lady of the Assumption Catholic Primary School



Job description

Lunchtime Supervisor

Name:

:

Grade:

1

Hours:

6.25 hours per week ~ 12:00am – 1:15pm
Monday – Friday, Term time only

Introduction

This appointment is with the Governors of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Head Teacher and the Post-holder. It will be reviewed annually.

Core Purpose

As a Lunchtime Supervisor at Our Lady of the Assumption School the core purpose of the job is to be responsible, under the direction of the Head Teacher or School Business Manager and in co-operation with Catering staff individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the Authority.

Duties and Responsibilities:

1. To work as part of a team to provide efficient, safe and enjoyable lunchtimes for all pupils.
2. Supervising pupils in the dining hall, playground areas and school premises, including escorting pupils to dining areas as required.
3. To promote positive behaviour in pupils, through the use of praise and upholding the rules system and procedures, ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Head Teacher.
4. Ensure that pupils only play in the designated zones with appropriate playground equipment.



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5. Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
6. Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary; supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.
7. Assisting very young or less able pupils in developing eating skills, including using a knife and fork correctly.
8. Undertake ancillary duties including the wiping of tables, cleaning of spillages (e.g. food, vomit), sweeping the floor and the putting away of tables and chairs.
9. Act as care for sick children until appropriate qualified medical assistance is available and/or until parent or guardian collects sick child. Providing minor first aid such as cold compresses for bumps, and wiping and applying plasters for grazes. Keeping the Head Teacher or nominee informed and maintaining records of accidents and first aid given by writing in notebook until end of lunchtime when you will add any incidents to first aid book.
10. Report any major incidents in a notebook and inform child's class teacher at end of lunchtime.
11. Organising play activities for pupils on the playground, and in particular, indoors when there is bad weather.
12. Following fire and evacuation procedures and checking pupils are safe.
13. At the end of each lunchtime ensure that the eating and play areas are free from lunchboxes, clothing, playground equipment etc
14. During closure of schools, to assist the kitchen staff with general cleaning duties in the kitchen and dining area and in particular the cleaning of dining furniture.
15. Attending training and meetings as required.
16. Report any issues of concern to the Line Manager.

AND such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.

"Duties which include processing of any personal data, must be undertaken within the corporate General Data Protection Regulation (2016/679 EU) (GDPR)

Responsible for: Children from Reception to Year 6



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Responsible to: Head Teacher/School Business Manager

Agreed by Date

Head Teacher Date

Review date: This job description will be reviewed in September 2020 but may be reviewed before this date should the duties change.