

Dorridge Primary School

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.

Post Title	Lunchtime Supervisor
School	Dorridge Primary School
Salary Band/Range	Band A
Responsible to	Head Teacher
Location	Dorridge Primary School
DBS Check	Enhanced
Special Conditions	Monday-Friday although we will consider applicants who can't offer every day. Hours are negotiable over the lunchtime period of 12.00pm – 1.40pm.

1. Job Purpose

Supervise and ensure the safety and well-being of the school children throughout the lunchtime period.

2. Key Responsibilities

2.1	Main Duties
	<ul style="list-style-type: none"> Supervise children before, during and after lunch. Supervise safe and hygienic washroom activity. Ensure the health and safety of the children in your charge at all times. Escorting children to and from the dining room. Supervising the collection of meal. Monitor the behaviour of children in the dining hall and on the playground and inform the appropriate member of the teaching staff of any significant instances, including good or bad behaviour. Contacting the Head Teacher in event of an accident. Deal with basic first aid on a rota basis. Keep simple written records relating to incidents or accidents. Supervising classroom activities, in conjunction with the class teacher when the weather is unsuitable for an outside activity. Supervising children on the playground, encouraging the correct use of bat, balls, kipping ropes etc. Ensure all children play safely and encourage them to play cooperatively Maintain confidentiality at all times.
2.2	People
	You are required to support the care, play and dining of children aged 3 -11

	2.3	Safeguarding
		Dorridge Primary 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
		The post holder has no financial responsibilities.
	2.5	Buildings & Equipment
		The post holder is responsible for the handling and safe use of outdoor play equipment and the safe use of cutlery, etc.
	2.6	Health & Safety
		The post holder will be responsible for their own personal health and safety and that of the children in their care. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety and Safeguarding policies.
	2.7	Policies & Procedures
		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.
3.		Other Conditions
	3.1	Equal Opportunities
		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.
	3.2	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.
	3.3	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify and contribute to job-related development needs.
	3.4	Core Qualities & Leadership Framework
		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.

Compiled/Reviewed by:	RA/AB
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