

LUNCHTIME SUPERVISOR

JOB DESCRIPTION

Responsible to: Headteacher

Job Purpose: To take responsibility for the health and safety and security of children during the school lunch break.

Hours worked: 11.45-1.15pm Monday to Friday, term time.

Grade: GRADE 4

Salary: £12.45 per hour

MAIN DUTIES AND RESPONSIBILITIES:	
1.	Supervise pupils in the area in which they eat their lunch
2.	Assist and supervise the clearing away and tidying of the eating area
3.	Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School Behaviour Policy
4.	Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised
5.	Attend to accidents in the playground in accordance with the School procedure and guidelines on accidents, their reporting and their treatment
6.	To adhere to our Safeguarding/Child Protection policies at all times

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, **a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the role.

Person Specification

Job Title: Midday Supervisor

Grade: 4

	Essential	Desirable	How assessed
Qualifications	N/A		App / Doc
Experience			
Experience of working with children	✓		App / Ref
Knowledge			
An empathy with and an understanding of children in the age range concerned	✓		
Skills/Attributes			
Ability to be assertive when necessary	✓		
Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy	✓		
Good interpersonal communication skills	✓		
General Circumstances			
Attendance - evidence of regular attendance at work	✓		App / Ref / Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App / Int
Factors not already covered			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995	✓		Med

App = Application Form
Int = Interview
Med = Medical Questionnaire

Test = Test
Pre = Presentation
Doc = Documentary Evidence (E.g., Certificates)