



# The Abbey Primary School

## Lunchtime Supervisor Job Description

**Job Title:** Lunchtime Supervisor  
**Responsible to:** Headteacher  
**Hours:** 5 hours per week, 38 weeks per year

Whilst the children are in your care during the lunchtime sessions, at all times there will be members of staff available for support.

The children come to the hall in class groups to eat either a hot meal or a packed lunch.

Whilst the first groups are eating, the other children go out to play (back playground Early Years and KS1, front playground KS2) and are called in at appropriate times as the tables become available in the hall.

A timetable for responsibilities will be provided so that everyone knows what is required of them during lunchtime, including wet lunchtimes.

Ability to fulfil all spoken aspects of the role with confidence using English.

### Responsibilities in the Hall

Children allocated calmly to tables and given appropriate support as required re: opening cartons, cutting food, peeling fruit, etc.

You must encourage good table manners and assisting children to eat sensibly will often be necessary. Lunchtime supervisors should remind children of the 5Bs and children must wait in the hall until the lunchtime supervisor asks them to leave.

Cleaning tables as children leave ready for the next children to arrive.

Clearing tables at the end of the lunchtime and stacking tables and chairs away.

Cleaning the hall floor and removing all waste in plastic bags so that the hall is ready for use in the afternoon.

### Responsibilities Outside

Children encouraged to play together safely with consideration for each other. You must resolve conflicts, whilst ensuring that you engage in children's games whenever possible. You will also oversee the safe use of outdoor play equipment.

During wet lunchtimes, children will be supervised in classrooms using games available in wet play boxes. You will be responsible for ensuring sensible co-operative play and efficient tidying up in time for return to lessons at 12.45 (Early Years and KS1) and 1pm (KS2).

Acting Headteacher: Mrs Caroline Farmer



Similarly, all visitors must be challenged and no children allowed to go home from the hall or outside without first checking with the school administrator or school staff.

Here at The Abbey Primary School, we follow the 5Bs and mutual respect for all is promoted in our Inclusive school.

Any lunchtime incidents must be brought to the attention of the Senior Lunchtime Supervisor who will inform HT/DHT. Lunchtime incident forms will be completed.

### **First Aid**

Accidents must be reported to a First Aider, particularly **bumped heads** as a medical slip needs to be completed. You may tend minor injuries, but all serious injuries must be brought to the attention of the Senior lunchtime supervisor who is a trained First Aider. **Never leave children unsupervised – if you find yourself alone in an area, send a child to the staffroom for assistance immediately.**

### **Special note concerning reliability**

All lunchtime supervisors are important and regular attendance is an essential part of your commitment. It is therefore important to avoid lunchtime appointments and any unnecessary absences