



HUNSBURY PARK PRIMARY SCHOOL

JOB DESCRIPTION – LUNCHTIME SUPERVISOR

Name: Lunchtime Supervisor	Starting Date: ASAP
Salary Grade: Grade 2-3 FTE £18,516 Actual: £3,347.55	Responsible to: Office Manager / Senior Lunchtime Supervisor
Status of Post: Lunchtime Supervisor	Hours: 8 hours per week 11.45am – 1.15pm (1.45pm finish on a Tuesday) 38 Weeks Per Year

CORE PURPOSE OF POST

To assist the Head Teacher in maintaining care and control over children during the midday lunch break and to ensure they receive their lunches in clean and civilised circumstances.

KEY TASKS

1. General including Health and Safety:-

- a) Careful supervision in the playground, dining hall, toilets, corridors and classrooms to ensure the safety of all children.
- b) Where appropriate refer an injured child to the first aid supervisor.
- c) Maintain kitchen equipment in a suitable condition and report breakage, loss or wear.
- d) Ensure gates are locked and inform staff if not.
- e) Use appropriate language and dress expected at all times.
- f) Ensure that children are spoken to in a caring way and that issues are dealt with sensitively.
- g) To be aware of health and safety issues.

2. Dining Hall:-

- a) Prepare tables, trolleys and all necessary equipment for the start of lunchtime.
- b) Monitor collection of lunchboxes as necessary.
- c) Unwrap food or prepare food where necessary.
- d) Wipe table spaces when vacated.
- e) Clear up spillages on tables and floor.
- f) With hot meals, help children as necessary with use of cutlery, scraping of plates, stacking of plates, replacing cutlery, etc.
- g) Exercise supervision and control.
- h) All lunchtime supervisors are responsible for removing rubbish to the big bins.
- i) To work co-operatively with the rest of the lunchtime supervisor team.

3. Playground and field (Dry days):-

- a) Ensure children remain in designated areas.
- b) Organise and supervise games.
- c) Supervise children re-entering school at the end of lunchtime.
- d) Listen to children and support them with rectifying play issues.
- e) To liaise with the Head Teacher regarding equipment needs and to order when necessary.
- f) To encourage co-operative play through the use of well thought out and purposeful activities.

4. Classrooms (Wet days):-

- a) Distribute materials specifically for wet playtimes.
- b) Supervise clearing away and ensure the room is ready for the afternoon teaching session.

5. First Aid Supervisor:-

- a) To administer first aid to children when necessary and record such in accordance with established procedures.
- b) To maintain the first aid equipment and supplies in an efficient manner, to report breakage and advise the Senior Lunchtime Supervisor when supplies need to be ordered.
- c) To attend such courses as are necessary to maintain an up to date knowledge of, and qualification in, first aid.
- d) To assist in the hall unless needed to attend to an injured child.

We will provide a supportive working environment which will include:-

- a) Regular meetings with Line Manager.
- b) A notebook to record issues.
- c) Induction and training and a Lunchtime Supervisors' handbook.

This job description sets out the major duties and other tasks associated with the stated purpose of the post. The duties of the post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post holder to undertake this new/varied work. This job description may be amended at any time following discussion between the Headteacher or other senior staff and will be reviewed annually.