



Job Description - Lunchtime Supervisor

Grade: Scale 1

Responsible to: Lunchtime Manager

Hours Per Week: 5 hours, 25 minutes (1 hour 5 minutes per day)

Main Purpose Of Post

To supervise children during lunchtime ensuring standards of behaviour are maintained and that children are safe.

Specific Duties:

- To supervise children inside and outside the school building during lunch break. This includes the dining hall, movement around school and activities on the school playground, adventure playground and field
- To treat pupils fairly, maintaining a positive friendly approach at all times but to act assertively when dealing with poor behaviour
- To refer any concerns regarding pupil behaviour to your manager or the relevant teacher
- To ensure children are in a safe environment and to report any health and safety concerns
- To administer basic First Aid (e.g. mediwipe/plaster) for minor injuries and refer all other injuries and illness to the appropriate staff.
- To clear up spillages and breakages ensuring relevant health and safety procedures are applied.
- To clean and tidy dining areas when lunch break is finished.
- Any other duties within the scope and level of the post.



Person Specification - Lunchtime Supervisor

Qualifications and Training

It is essential that the post holder has:

- A willingness to undertake training as required.

Experience and Knowledge

It is essential that the post holder has:

- An understanding of the needs of children.
- An understanding of behavioural standards required in school.
- An understanding of health and safety standards in school.

It is desirable that the post holder has:

- Previous experience of working with children.

Skills and Abilities

It is essential that the post holder has:

- Good organisation skills.
- Good communication skills.
- Good interpersonal skills.

Additional Factors

It is essential that the post holder has:

- A professional approach to work, being punctual and smart in appearance.
- A flexible approach to work when necessary.
- A commitment to providing a high quality service
- A desire to work with children as well as adults.