Christ Church (Church of England) Schools



Assistant Lunchtime Supervisor

All appointments whether temporary or permanent, are subject to a probationary period and to a satisfactory medical report, enhanced criminal record check, proof of eligibility to reside and work in the United Kingdom and two satisfactory references, one being the candidates current or previous employer.

Supervisory Assistants will generally work under the immediate control of the Executive Head Teacher.

Duties of Lunchtime Supervisory Assistants

1. Collect pupils from the classroom and supervise pupils washing their hands.
2. Ensure the smooth running of the lunchtime session by ensuring the children have good table manners, eat sufficient food and behave correctly.
3. Ensure that the dining area is kept safe at all times by wiping or sweeping liquids that have fallen on the tables or floor.
4. Assist children in learning how to use cutlery correctly.
5. Ensure that the children are safe whether in corridors, toilets, classrooms or on the playground, keeping a good standard of discipline at all times and inform the class teacher or a senior member of staff of any difficulties that they may experience with children.
6. To take initial care of children who may have had an accident or are ill at lunchtime.
7. To supervise children using the toilet area and ensure that hands are washed after each visit.
8. Support children to play appropriately during the lunchtime sessions and to organise games and activities suitable for the age of the children.
9. Return children, in the method indicated by their class teacher for the commencement of the afternoon session.
10. Work as part of a team to coordinate the smooth running of the dining room.
11. To undertake such other duties as may be required commensurate with the level of the post.

Supervisory Assistants may be required to attend training courses. This may be during the school holiday periods when appropriate remuneration will be paid instead of special payment.

Permanent Employees

It is a condition of service that annual holiday should be taken during school closure. Employees must undertake to return to school at the end of the period during which schools are closed or on any day during the closure of the school if requested to do so.

A special payment is payable during the school closure, one half of the payment being paid prior to the commencement of the period during which the school is closed and the other half to be paid after the resumption of the meal service and only to the employees who return to work on the day appointed, unless absence on that day is supported by a sick note.

Temporary Employees

Temporary employees are not eligible for retaining fees and any accrued holiday pay will be paid at the end of the temporary contract.

**The post holder must comply with the Council’s Equal Opportunities Policy and the Health and Safety Policy**