
LUNCH TIME SUPERVISOR

ADMINISTERING DEPARTMENT:	EDUCATION
JOB TITLE:	Lunch time supervisory assistant/playleader
GRADE:	NJC
JOB PURPOSE:	To work under supervision supporting and attending to pupils personal needs, including assisting in social, health, physical, first aid and hygiene matters. Supervising pupils ensuring their safety and wellbeing.

MAIN DUTIES AND RESPONSIBILITIES

1. To undertake active supervision of pupils on the School site during the lunchtime period, ensuring their safety, wellbeing, and the maintenance of good behaviour together with the other Supervisory Assistants.
2. To be flexible to work in the dining room or outside on the playground.
3. To supervise pupils whilst in the dining hall, to assist with lunches and help the pupils clear away.
4. To clean the tables after each sitting to ensure a hygienic environment for the pupils to eat lunch.
5. To clean and clear away the dining hall once lunch is over for the pupils.
6. To note unruly behaviour of any pupil during the lunchtime period and to inform class teachers and Senior Leaders where necessary.
7. To organise and be responsible for appropriate activities for the pupils during inclement weather.
8. To organise and be responsible for suitable activities for the pupils whilst on the playground and encourage them to play appropriately.
9. To carry out emergency First Aid treatment when necessary.
10. To be familiar with the process of recording any accidents.
11. To take part in any training appropriate to the role.
12. To undertake any appraisal arrangements made by the school.
13. To complete all necessary time sheets and returns for the Education Department.
14. Any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

RESPONSIBLE TO: Headteacher

CONTACTS: Pupils, Teachers, School Meals Staff

THE POSTHOLDER MUST COMPLY WITH THE COUNCIL'S EQUAL OPPORTUNITIES POLICY AND HEALTH AND SAFETY POLICY**All post-holders are expected to:**

- Know, understand and act on all the principles of 'Keeping Children Safe'
- Be knowledgeable about child protection and safeguarding procedures.
- Embrace all the policies of the school.
- Embrace the Council's policies with regard to equality