



JOB TITLE Lunchtime Supervisor _____ **JOB NO** MID1 _____

SERVICE AREA Schools _____ **SECTION** Education Support _____

LOCATION _____ **GRADE** G1 _____ **SCP's** 1-2 _____

PURPOSE OF JOB:

To assist the Head Teacher and Principal Supervisor with the supervision of children before, during and after the midday meal.

This person must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

They also must be aware of and support difference and ensure equal opportunities for all.

RESPONSIBILITY LINKS

Reports to:

Responsible over: N/A

SPECIAL CONDITIONS:

- An overall is provided which must cover all the clothing worn, including sleeves and collars. This overall must not be worn outside the school, either to or from work. Jewellery should not be worn except wedding rings or earring studs, for obvious health and safety reasons. Shoes should be supportive and protective. Open toed sandals/shoes, high heeled shoes or training shoes are not considered suitable.
- Jeans are not considered suitable attire.
- Personal hygiene as practised by the kitchen staff must also be adhered to and the kitchen cloakroom is available to all such employees for the facilities offered.
- Hair should be clean, tidy and worn off the face. Long hair should be tied back.
- Hands should be clean, nails short and no nail polish as this attracts germs.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all

MAIN ACTIVITIES:

- Supervision of washing children's hands, escorting children to and from the dining room, supervision in the dining room and supervision in the school or playground.
- Controlling behaviour, promoting good table manners and assisting in whatever practical way that may help the progress of the lunch service.
- Any other reasonable duties as requested by the Headteacher.

DATE PREPARED: 2013



Job No: <u> MID1 </u> Job Title: <u> Lunchtime Supervisor </u> Grade: <u> G1 </u>		
Service Area: <u> Schools </u> Section: <u> Education Support </u>		
Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively.	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-		
Understands what safe and sensible play looks like		
Know how to support and encourage positive play activities appropriate to the children's age		
Gives clear instructions to the children		
Can deal with awkward playground situations involving injury, aggression, upset children, etc		
Enjoys working with children		
Approachable		
Able to take responsibility for dealing with incidents as soon as they occur		
Committed to safeguarding all children in our care		
Enjoyment of working with children and the ability to control and supervise them		
Patience and the ability to stay calm		
Good communication skills		
The ability to work as part of a team		
An awareness of, and commitment to, equality of opportunity		
Experience: specify type, level and length required; if any.		
Experience of organising play activity		
An understanding of children and their needs		
Qualification: specify type and level required (including equivalents); if any.		
Willing to undertake training as considered appropriate, including basic first aid.		
Prepared by:	Date:	