LUNCHTIME SUPERVISOR

JOB DESCRIPTION

Job Title: Lunchtime Supervisor / Play Leader

Salary Scale: Band B – SCP 2 - 3

Line Manager: Head Teacher

Responsible to: Senior Leadership Team

Main Functions: To assist the Teaching & Support Staff under the direction of the Headteacher, for ensuring the safety, welfare and good conduct of pupils throughout

Duties and Responsibilities

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour, table manners and hygiene.
- To assist younger pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures: -

- carrying of meals to the table
- assisting with the service at the table
- training children in the correct use of cutlery
- clearing and stacking table equipment and serving dishes
- wiping and re-setting tables if necessary
- cleaning up food and water spillages on tables and floors

- To undertake first aid training to allow the administration of first aid. To log/record all accidents in line with the school's first aid and record keeping/reporting policies.
- Be responsible for organising play activities in the playground or indoors if a wet playtime.
- To liaise with the Senior Lunchtime supervisor in dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the ethos and environment of the school.
- To adhere to need for confidentiality at all times.

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post, and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.