

Job Description - Lunchtime Supervisor

THE FRIARY SCHOOL
as part The Greywood Multi-Schools Trust

Actual salary - £4,204.68 - £4,288.72

Statement of Purpose

To work under the direction and instruction of senior staff to ensure and monitor the safety and good behaviour of children during the school lunch break, and to allocate duties to other Lunchtime Supervisors.

Supervision of Pupils

- Where a school has detached premises, the duties supervise pupils moving between them and the school.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates or packed lunch debris into the receptacles provided.
- Ensure that no pupils have remained after the break in areas that are to be cleared.
- Report any persistent unruly behaviour to the School Manager.

Support of Pupils

- Summon help, where necessary, in case of injury or illness.
- Report any accidents to the School Manager; and completing written accident reports as required.

Resources

- Responsibility for ensuring that the dining room equipment utilised is hygienically maintained.
- Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures

Support to School

(this list is not exhaustive and should reflect the ethos of the school)

- To promote and safeguard the welfare of the students you are responsible for or come into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos / work / aims of the school and Trust.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

Working Arrangements

- The post will operate term-time (38 weeks)
- Daytime 11.05am – 1.05pm (10 hours per week)
- Actual salary - £4,204.68 - £4,288.72

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

