

Job Description

Lunchtime Supervisor

Job title:	Lunchtime Supervisor
School:	Graven Hill Primary School
Line manager:	Headteacher
Hours / salary:	7 ½ hours / week – 1 ½ hours / day – Grade 1

Main purposes of the job

The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

Main responsibilities and tasks

The role of the lunchtime supervisor is to supervise the children as they eat and as they play, supporting them with eating appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers. The clearing up of spillages, wiping of tables and support of children wiping trays etc. and the leaving of the dining areas in a clean and tidy condition form part of the duties, but come second to supervision.

When the weather is suitable, children may play on the fenced playground/field areas as appropriate.

In wet or cold weather, the wet lunchtime procedure is put into action. Supervisors in the dinner hall will attend classrooms as soon as possible to relieve mixed groups. Lunchtime supervisors should remain with their allocated groups until the teaching staff return at 1p.m. to ensure continuity of supervision.

All incidents dealt with should be reported to class teachers at the end of lunchtime, unless very serious (verbal/physical aggression) when the Headteacher should be called immediately.

In the case of an injury, if it involves significant bleeding, a head injury or other potentially serious injury, dinner supervisors should consult with a colleague with paediatric first aid training. Otherwise the lunchtime supervisors should see to the child using only antibacterial wipes, plasters, etc, as carried in the supervisor pouch along with protective gloves. Any accident resulting in injury should be recorded in the accident book. All serious, and any head injuries should also be reported to the Headteacher before going off duty.

School Meals Assistant should be familiar with the school health and safety and fire safety procedures.

In the case of absence, it is important to inform the school as early as possible.

General responsibilities

1. Taking appropriate responsibility for ones own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.
2. To be concerned, when necessary, with continuing the personal development of up to date knowledge about your role through school/county/national based in-service work.

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This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.

Signatures – line manager and job holder

Signature of Manager:	_____	Date:	/ /
Signature of post holder:	_____	Date:	/ /
