LONGNOR
CE Primary School

Job Description

Details of Post

- Title: Lunchtime Supervisor (Level 1)
- School: Longnor C of E Primary School
- Reporting to: Headteacher
- Main Workplace: Longnor C of E Primary School
- Grade and SCP: Grade 1 (SCP 3)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

Purpose of Post

Under the direction of senior staff, support the catering team and supervise the children at lunchtime in the dining hall, and on the school grounds. Experience / knowledge of working in a school setting is desirable but not essential.

Principal Duties and Responsibilities

1. Main Responsibilities

- Supervise and help the children to eat their lunches.
- Maintain calm discipline according to the rules of the schools.
- Interact with the children and organise games and activities during wet and dry lunchtimes.
- Assist in clearing the hall and cloakrooms, and the classrooms after a wet lunchtime.
- Deal with any incidents and/or accidents involving children, administer first aid where applicable and record in the appropriate books.
- Monitor the playground; watching for fights, possible bullying, isolated children and people arriving and leaving the site.
- Liaise with senior members of staff regarding issues arising and possible courses of action.
- Help with food preparation and clean up.

2. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, 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.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.

3. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

4. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

5. Other Duties

- Any other duties that the Headteacher/Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

6. Review and Signatures

- This job description is subject to review by the Headteacher/Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder: ……

Signed: …… Date: …….

Name of line manager: ……..

Signed: …… Date: …….