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**Position: Lunchtime Supervisor**

**Grade: A3**

**Reports to: Site Manager**

**Role Overview:**

**To set up and clear down the Lunch Hall and provide support to pupils during their lunch break.**

**Key Responsibilities:**

* **Set up the tables and chairs in the hall ready for lunchtime ensuring the correct tables and equipment are positioned ready for pupils.**
* Deliver lunch trollies to classrooms for those pupils who eat in class.
* Perform a range of duties such as plating up, pouring milk and water, assisting children with cutting, cleaning up spillages and ensuring tables are clean.
* Clear down the tables and chairs and put them away once lunch has finished.
* Support classes to tidy up plates and cutlery in their rooms.
* Assist with playground duties, promoting fun and positive play.
* Provide basic First Aid where required.
* Any other lunchtime duties as directed by the Leadership Team.

**Skills:**

* The ability to be flexible and adaptable within the role and able to follow policies and procedures to ensure the safety and wellbeing of our pupils at all times.
* Have a warm and positive manner with a good sense of humour.
* Previous experience of working or volunteering in a school environment would be advantageous but not essential as full training will be given.

**Vetting Requirements:**

This post is subject to an Enhanced Disclosure and Barring Service (DBS). As per safer recruitment guidelines, references will be requested prior to interview.

Contact Details for an Informal Discussion:

S.Kitching Deputy Head of Hollywater School @

S.Kitching@hollywater.hants.sch.uk;

Hollywater School and Hampshire County Council is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In order to combat discrimination, no unnecessary conditions or requirements will be applied which could have a disproportionately adverse effect on any one group. All sections of the population will have equal access to jobs. No applicant or employee will receive less favourable treatment because of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity, unless a Genuine Occupational Requirement (GOR) applies.

We are a Disability Confident Employer - committed to ensuring that our recruitment and selection process is inclusive and accessible.