



GATEWAY PRIMARY SCHOOL

Lifelong love of learning



Headteacher: **Mrs Kayleigh Anstee**

GATEWAY PRIMARY SCHOOL JOB DESCRIPTION

LUNCHTIME SUPERVISOR

POST: Lunch time Supervisor
GRADE: Grd 1 Pt 1 for 10 hours per week

General Duties:

- To prepare dining hall prior to lunch and clear ready for afternoon session, including putting up and taking down of tables and benches and mopping of the school hall.
- To complete statutory temperature checks to hot food, serve hot food; operate the dishwasher and tidy kitchen area.
- Complete stocks take of cleaning products and submit order form to the School Business Manager.
- Remove food waste and leave outside for collection by waste disposal contractor on the designated collection day.
- Liaise with other team members using a walkie talkie.
- To supervise the lunch period in the dining room, maintaining good behaviour, encouraging good table manners, helping young children to finish their meals.
- To supervise the lunch break period in the playground or classrooms if weather is unsuitable for outdoor play.
- In the playground – to maintain a good standard of behaviour while the children indulge in sensible play – to discourage wild play and channel energies into safer forms of play – to carefully supervise the proper use of the playground apparatus.
- In the classroom – to maintain a good standard of behaviour by encouraging children to occupy themselves with sensible, constructive games/activities. To encourage the monitors to set a good example and, in the case of KS1 classes, to organise groups of children for quiet games, stories etc...
- Report accidents to children to the appropriate class teacher. Complete accident book in first aid room when dealing with accidents, however minor, so that a complete record is available.
- Ensure that the class teacher is aware of accidents, however minor, which take place during the lunch period.
- To carry out supervision in agreed areas.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

This job description may be amended at any time after discussion with you but in any case, will be reviewed annually. The school's Grievance Procedure or Dignity at Work Procedure will be used to resolve any dispute arising out of the job description.

Gateway Primary School, Netheravon Close, Carterton, Oxon, OX18 3SF
01993 842189 - office.2254@gateway.oxon.sch.uk

