



## St. Andrew's CE Primary School, Chinnor, Oxon

### JOB DESCRIPTION for Lunchtime Supervisor

#### JOB PURPOSE

To ensure the supervision, safety and welfare of pupils during the mid-day break; in the dining areas, playground and circulation areas.

#### PRINCIPAL RESPONSIBILITIES

1. To be on duty in the area allocated and the time allocated
2. To supervise pupils to ensure good behaviour in and around school
3. To report to the Site Manager via the office any health or safety hazards
4. To adhere to all school policies and procedures that affect you and your duties (e.g safeguarding; fire; accident reporting; no smoking etc)
5. To attend to sick children including the cleaning of spillage and sickness
6. To report any accidents and request assistance from the school's first aider as required
7. To refer any queries by parents about pupils to the headteacher
8. To report to the headteacher or teacher on duty any incidents :-
  - Where pupils have acted in a manner deemed to be a danger to themselves and others
  - Where pupils have acted in an inconsiderate or discourteous manner
  - Where pupils have disobeyed the rules
9. To supervise pupils in the dinner queue and ensure pupils line up in an orderly fashion
10. To supervise pupils in the dining hall
11. Attend to any spillages on floors and table tops utilising equipment provided by the caterers
12. Assist with the putting up and clearing of tables, return of trays and the orderly stacking and clearing of dirty plates
13. Supervise and assist pupils with packed lunches and ensure clearance of waste
14. Ensure the removal of food and litter in the dining hall by pupils to maintain satisfactory standard
15. To supervise pupils in allocated areas during inclement weather
16. Other duties as may reasonably be allocated by the Headteacher

#### **Lunchtime supervisors may also be required to carry out the following duties at the discretion of the Headteacher**

1. Assist pupils with fastening of their coats
2. Escort pupils to classroom for afternoon activities
3. Supervise classroom activities during inclement weather
4. Encourage pupils to eat the meal provided; assist with the serving and clearing of the meal; the cutting up of food and training pupils in the use of cutlery and table manners
5. Set and lay tables for pupils with packed lunches from home

#### PERSON SPECIFICATION

1. Previous experience in a similar role would be an advantage
2. Good communication skills and a pleasant nature
3. Patience, initiative and the ability to operate within a team environment

#### Safeguarding

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The

possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

## **Notes**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.