# CHRIST CHURCH C OF E PRIMARY SCHOOL

## LUNCHTIME SUPERVISOR JOB DESCRIPTION:

**Post title:** Lunchtime Supervisor
**Salary:** National Pay Scale 2 *(approx. £4,000 per annum once pro rata'd)*
**Hours/week:** 7.5 hours/ week, term time only (11.45am-1.15pm Mon-Fri)
**Managed by:** Deputy Headteacher

### JOB PURPOSE:

To supervise, guide and assist in the school dining hall and lead play activities for children in the playground during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period.

### KEY JOB OUTCOMES:

1. To oversee the lunchtime supervision of pupils to ensure that the meal is completed on time in a managed, safe and hygienic setting.
2. To monitor and supervise behaviour of children in the dining room and playground and to report specific behaviour observations to the relevant teacher at the end of playtime in order for them to maintain the school's standards of discipline and behavior.
3. To oversee play activity zones in order to support a managed, varied, happy and positive lunch time play environment.
4. To work to school policies to maintain a safe environment for pupils and other staff.
5. To help promote healthy eating and exercise as good practices for life.

### DUTIES & RESPONSIBILITIES:

**Punctuality and attendance**

- Hours of work are 11.45am-1.15pm during term time – arrive punctually ready to start work at 11.45am
- Phone ahead if ill or unable to come in that day
- Holidays should not be taken during term time

**Safety & Behaviour**

- Ensure that children use equipment safely and appropriately
- Understand school policies surrounding Behaviour, Health & Safety and Safeguarding
- Understand the school Values and Golden Rules and help the children to follow these
- Follow appropriate first aid procedure
- Understand the school emergency procedures and take an active role in the event of a fire/ lock down at lunch time

**Management of Outside Space**

- Patrol the outside space, ensuring that children are playing within a safe and positive playtime environment
- Organise outdoor play activities

**Management of Dinner Hall**

- Layout and wiping down/ clearing of dining tables and chairs, cutlery, cups etc at the beginning and end of lunchtime service.
- Clearing and cleaning of tables during lunchtime service to enable a constant clean, tidy and hygienic environment as the year groups cycle through the lunchtime service.
- Support pupil dining as appropriate to ensure the meal is completed on time in a managed, happy, safe and hygienic setting