

# INVICTUS

Education Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Lunchtime Supervisor
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<b>SCHOOL:</b>	Rufford Primary School and Nursery
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<b>SALARY RANGE:</b>	Grade 2, SCP 3
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<b>REPORTING TO:</b>	PA to Headteacher
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<b>RESPONSIBLE FOR:</b>	None
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<b>LIAISING WITH:</b>	Headteacher, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team
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<b>Main purpose:</b>	Supervision of children during daily lunch break.
<b>MAIN DUTIES:</b>	
<b>General Duties</b>	<p>To be responsible for the supervision of children on school site during lunch time</p> <p>To be responsible for setting up the tables and chairs in the dining room ready for the lunch time period</p> <p>To be responsible for organising and controlling student queues during the lunch period ensuring that service runs smoothly and efficiently.</p> <p>To be responsible for patrolling corridors and school site during lunch time and to report any issues or concerns to the Lunchtime Superintendent/Senior Member of Staff on duty.</p> <p>Once lunch time is finished, to return the dining hall to good order by cleaning tables, sweeping floors, and removing and emptying bins.</p>
<b>Other professional requirements:</b>	<ul style="list-style-type: none"> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend professional meetings as required</li> <li>• Actively engage in the Trust's appraisal process</li> </ul>

- Take part in the Trust’s staff development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

### Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and children follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

### Support for the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust’s dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

### Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [KCSIE 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children’s Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



## Person Specification

Criteria	Essential	Desirable
Qualifications		First Aid Qualification would be beneficial although training will be provided
Experience	To be able to work constructively as part of a team understanding of duties and responsibilities	Previous experience of working in a school environment may be beneficial
Skills and knowledge	<p>Ability to relate well to children and adults and to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>To have good communication skills</p> <p>To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused</p> <p>To demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude</p>	
Personal qualities	<p>To be reliable and punctual and have excellent attendance</p> <p>To be physically fit/mobile and able to carry out relevant duties</p> <p>Committed to the provision and improvement of quality service provision</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions</p>	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Lunchtime Supervisor		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	