



Job Description
Lunchtime Supervisor
Grade B
5 hours x 38 weeks per year

Responsible to:

Job Purpose

To assist in the supervision of the students during the lunch break to promote their welfare, health and safety and will encourage good conduct and behaviour. Be responsible for ensuring the cleanliness and good order of the dining areas at all times.

Main duties and responsibilities

- Ensure that students enter the Dining Area in an orderly manner
- Encourage good table manners and orderly behaviour in the Dining Area
- Encourage students to eat the meal provided and encourage them in avoidance of waste
- Wipe down tables between sittings
- Maintain a clean, tidy and organised environment for all users of the facility
- Clean up after spillage of food, water or sickness in the Dining Area during the service of the meal
- Supervise the orderly return of empties to a given post
- Undertake playground duty, supervising by circulating amongst the students. This surveillance should not be carried out by pairs of supervisory assistants.
- Supervise students in designated areas of the buildings other than the playground
- Attend to minor accidents and ensure students are taken to Support Base in order to receive First Aid
- Report to a member of the Senior Management Team any untoward circumstances
- Ensure that students do not leave the College without permission of a Head of Year or SMT
- Assist staff as required in order to care for the safety and well being of students
- Participate in a programme of Meal Time Assistant staff development

Standards

Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

Personal Development

Participate in a programme of CPD

This document outlines the duties required for the time being for this post. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level or responsibility required.