

# Job Description



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|---------------------|-----------------------------|
| <b>Post Title</b>   | Lunchtime Supervisor        |
| <b>Grade</b>        | Grade 1                     |
| <b>Location</b>     | Priory Primary School       |
| <b>Reporting to</b> | Senior Lunchtime Supervisor |

## Purpose of Role

### Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Supervise pupils in the dining areas, playgrounds or other parts of the school premises.
3. Ensure good standards of behaviour by the pupils are maintained and engage children in developmental play in the playground.
4. To assist in the layout of dining room furniture/equipment and clearing of tables for all the operational needs of the school's catering provision.
5. Ensure school security procedures are maintained.
6. Provide welfare support to the pupils of the school, including undertaking first aid duties.
7. Change clothes, clean and care for the personal cleanliness of the children as appropriate
8. To promote and safeguard the welfare of children and young people.
9. The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and colleagues in accordance with legislation and the schools Health & Safety Policy.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

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| <b>Responsibilities for Staff:</b>                     | None  |
| <b>Responsibilities for Customers/Clients:</b>         | Safeguarding and promoting the welfare of children.<br>To promote healthy eating for children and encourage good dining habits.<br>To encourage children to make the right choice and maintain good behaviour at all times. |
| <b>Responsibility for Budgets/Financial Resources:</b> | None  |
| <b>Responsibility for Physical Resources:</b>          | To maintain a safe and engaging environment in the dining area, on the playground and all other areas in school.<br>To ensure all dining furniture and play resources are used appropriately and stored correctly.          |

|                            |   | E | D | How Identified                              |
|----------------------------|---|---|---|---|
| <b>Qualifications</b>      | Basic literacy and numeracy, Level 2 or equivalent  | ✓ |   | Application Form<br>Certificated            |
|                            | First Aid certificate                               |   | ✓ |   |
| <b>Relevant Experience</b> | Working with or caring for children of relevant age | ✓ |   | Application Form<br>Interview<br>References |

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|---|--|---|-----------------------|
|   | Collaborative working within a team  | ✓ |                       |
|   | A good understanding of healthy eating for children  | ✓ |                       |
|   | An understanding of why equality of opportunity is important   | ✓ |                       |
| <b>Skills &amp; Abilities</b>                                     | Motivation to work with children and young people  | ✓ |                       |
|   | Ability to form and maintain appropriate relationships and personal boundaries with children and young people  | ✓ |                       |
| <b>Knowledge</b>  | A knowledge and commitment to safeguarding and promoting the welfare of children and young people  | ✓ |                       |
|   | A secure knowledge of good dining habits   | ✓ |                       |
| <b>Interpersonal/<br/>Communication<br/>Skills: Verbal Skills</b> | Ability to work well as part of a team   | ✓ |                       |
|   | Ability to communicate effectively with children, parents/ carers, colleagues and outside agencies.  | ✓ |                       |
|   | To show respect and courtesy at all times when dealing with routine enquiries from pupils, parents/carers, colleagues and members of the public  | ✓ |                       |
| <b>Written Skills</b>   | Basic written/email correspondence appropriate to respondents. Basic accurate report writing and record keeping appropriate to requirements.   | ✓ |                       |
| <b>Disclosure &amp; Barring<br/>Service</b>                       | The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check | ✓ | DBS                   |
|   | This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.                               | ✓ | (after short listing) |