HUNSLEY PRIMARY
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Job Description

Post Title: **Lunchtime Supervisor**

Pay Scale: **Point 7 (£8.55 per hour)**

Responsible to: **Head of Hunsley Primary**

Main Purpose of Post:

Responsible for supervising pupils during the lunchtime period as directed by senior members of staff. The post holder will be expected to work within the schools' policies and procedures.

Principal Accountabilities:

- Supervise pupils across the site as directed by senior members of staff (e.g. dining rooms, corridors, outdoor areas and changing rooms), ensuring pupils behave appropriately at all times, keeping themselves and others safe.

- Manage queues and maintain an orderly system including ensuring tables and eating areas remain clean and tidy. This will involve ensuring pupils wait in line, wiping tables, moving bags out of the way and cleaning and re-stocking trays and cutlery.

- Behave sensibly, professionally, responsibly and as a role model, encouraging pupils to behave appropriately at lunchtimes.

- Treat others with dignity, building positive working relationships with colleagues and pupils within appropriate parameters.

- Be mindful of potential health and safety issues and risks, managing risks where appropriate (e.g. ensuring students follow rules regarding lunchtime activities and placing of bags) and escalating them when necessary.

- Adhere to the Expectations and Code of Conduct which ensures staff and pupils remain safe at The Education Alliance, escalating issues relating to safeguarding as per the safeguarding protocols, seeking advice from either a member of the safeguarding team or a senior member of staff in a discreet, professional manner.

- Promoting and marketing the service by maintaining good customer relations.

- Ensure accurate completion and submission of time sheets.

Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

General Information

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. They may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Headteacher appropriate to the remit.

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 Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Hunsley Primary is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff, are carefully screened prior to appointment. Confidentiality must be maintained at all times.

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Signed ..... Date .....

Name _____