

## Job Description – Dartford Primary Academy

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**Role:** Lunchtime Supervisor  
**Reporting to:** Office Manager

### Main Duties

- Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. This may include checking that pupils have or are provided with a drink and that a sufficient amount of their meal has been eaten.
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing, providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs.
- Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
- Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.
- Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

### Please note:

Lunchtime supervisors are expected to take annual leave during school holidays and not during term time.

Essential appointments, such as dental or medical should be arranged outside working hours if/when possible.

Signed: .....

Date: .....



Signed: .....

Date: .....

Frank Lawrence (HR Manager)