Wolvercote Primary School Job Description
Lunchtime Supervisor

Job Title	Lunchtime Supervisor
Reports to	Headteacher
Salary	Grade 2
Hours	5 hrs per week pro rata term time only 12pm to 1pm Monday to Friday

Introduction

The role involves supervising the children at lunchtime: supporting them to eat appropriately, ensuring drinks are provided and helping children with the social skills of sharing lunchtime with peers. It includes taking responsibility for ensuring there is a clean and safe environment in the dining areas: clearing spillages, wiping tables and leaving the dining areas in a tidy condition ready to be cleaned by the school cooks. The role also includes supporting children to play cooperatively outside, or in their classrooms during wet weather.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher and Business Manager. They will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The Trusts Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies include the River Learning Trusts Stress at Work Policy and the Dignity at Work Policy.

Other Responsibilities

- Be aware of and comply with the policies and procedures relating to child protection, behaviour, health and safety and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos and working aims of the school
- Support the role of other professionals working in the school
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration

- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

Person Specification

- Enjoy working with children
- Previous experience in a similar role would be an advantage, but not essential
- Good communication skills and a friendly manner
- Patience, initiative and the ability to operate within a team environment
- First Aid Certificate is desirable, if not a willingness to train

Health and Safety

Take appropriate responsibility for one's own health, safety and welfare and the health and safety of children, visitors and work colleagues in accordance with the requirement of legislation and locally-adopted policies, including taking responsibility for raising concerns with an appropriate manager.

To share in the corporate responsibility for the wellbeing and discipline of all pupils.

Safeguarding

Wolvercote Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff must ensure that the highest priority is given to follow the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Baring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.