

TRENT CE PRIMARY SCHOOL

Lunchtime supervisor job description and person specification



Employment details

Job title:	Lunchtime supervisor
Reports to (job title):	The headteacher, leadership team, mealtime supervisor lead.
Type of position:	12.00pm-1.30pm 5 days a week (term time only)
Salary:	£23,457 FTE (pro rata) term time only.
<p><i>Trent CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff to share this commitment.</i></p> <p><i>Lunchtime supervisors work under the direct instruction of lead lunchtime supervisor to support pupils in the dining hall and playground.</i></p>	

Job Description

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
Additional responsibilities and duties
Supervising indoor activities in the event of wet play
Supervising meal times
Supervising in the playground
Leading games
Support children to resolve conflicts in a positive manner
Treating first aid
Promoting a safe, happy lunchtime
Setting up and clearing away lunchtime activities.
Recording first aid and behaviour issues/concerns.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Person Specification

	Essential	Desirable
Qualifications		-Relevant play courses. -First aid training. -Child protection training. -Health and safety training.
Knowledge and experience		-Experience of working with children aged 4-11 years. -Knowledge of child development. - Experience of planning stimulating activities for individual age ranges.
Skills	-Ability to work flexibly. -Communicate effectively (orally). -Excellent interpersonal skills. Ability to communicate positively and effectively to children. -Ability to work within a team. - Actively contribute to a happy, supportive and safe play environment. -Commitment to uphold our school ethos and values.	
Personal characteristics	-Ability to work in a polite, calm manner especially under pressure. -Suitability and motivation to work with children. -An enjoyment of working in a child friendly, inclusive environment. - Emotional and positive resilience to challenging behaviour and adherence to school's behaviour policy.	
Values	-Ability to demonstrate, understand and apply our values.	
Special Requirements	-Successful candidate will be subject to an enhanced Disclosure and Barring Service check. - Right to work in the UK. -Evidence of a commitment to promoting the welfare and safeguarding of children and young people.	