



**The Study Prep**  
WIMBLEDON  
G D S T

**Lunchtime Supervisor**

**Main Purpose of the Role:**

The Lunchtime Supervisor will be part of a team that is responsible for supervising pupils during break times on the playground (including wet play) and during lunch, in the Dining Hall. The Lunchtime Supervisor will be required to effectively communicate and supervise pupils during these periods to ensure that the break runs effectively and that the safety, safeguarding and welfare of pupils is maintained.

**Key Responsibilities:**

*Supervision*

- Supervise pupils in the Dining Hall, playground and classrooms (for wet play).
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher/DSL.
- Monitor pupils that aren't engaging in play and reporting any concerns to class teachers/DSL.

*Organisation*

- Assist the Catering team in the setup of and putting away of the tables, chairs and other equipment needed for eating in the Dining Hall.
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.

*Health and Safety*

- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feed back concerns relating to pupils' health and safety to a senior member of staff.
- Clean up any minor spillages to prevent any accidents/slippages.

*Behaviour*

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
- Make sure children tidy up after themselves in the Dining Hall and Playground, and when using play resources/equipment.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour.

## **Person Specification:**

### *Qualifications and Training:*

- Educated to A Level standard, or equivalent.
- Evidence of ongoing professional development relating to childcare or related areas.

### *Experience:*

- Experience working with or caring for children.
- Experience supervising children in a group setting.
- Experience working as part of a team.

### *Skills and Knowledge:*

- Good communication and interpersonal skills.
- Ability to supervise children and maintain their safety and wellbeing.
- Understanding of safeguarding and positive behaviour management.
- Awareness of health, safety and dietary needs.
- Ability to follow school procedures and policies.

### *Personal Qualities:*

- Warm, caring and approachable.
- Commitment to upholding and promoting the ethos and values of the school.
- Collaborative and able to work effectively as part of a team.
- Flexible, adaptable and able to respond to changing priorities, especially in a busy environment.
- Commitment to equality, diversity and inclusion.

## **Safeguarding**

The Study Preparatory School (London, SW19) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.

The Study Preparatory School (London, SW19) is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.