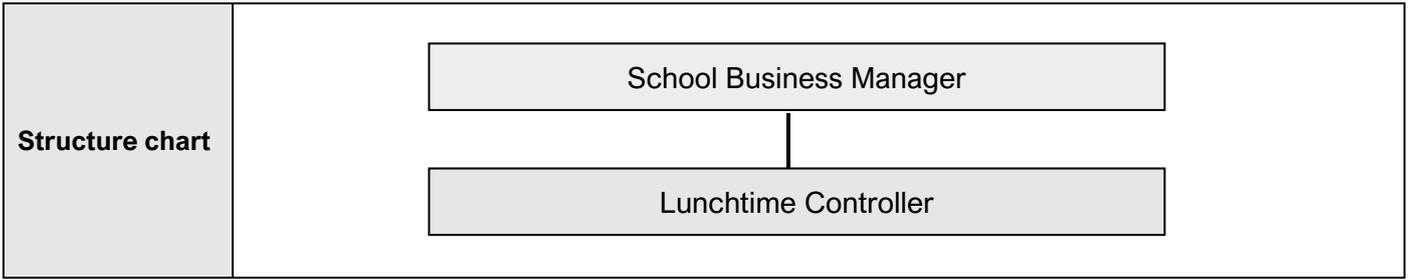




Job Description

Role	Lunchtime Controller	School/Department	Great Hollands Primary School
Grade	Grade 3, Spinal points 5 to 6	Reports to	School Business Manager
Job evaluation code	GHP001	Date of evaluation	April 2022
Purpose	Under the direction of the School Business Manager, to assist with the supervision of pupils during lunchtime		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Pupils, Teachers, Senior Staff	None	None
Key accountabilities			
Main duties and responsibilities	<ul style="list-style-type: none"> • Assist the children in preparing for lunch i.e., washing hands • Following procedures for wet play lunchtimes • Monitor the children’s activities prior to, during and after the meal to minimise the risks to themselves and others • Assisting in the preparation of, and tidying up after other midday activities for the children • Take an active part in promoting the values of the school during the lunch hour so that social, emotional, and educational learning is promoted. • Ensure that lunchtime provision offers children a variety of stimulating learning through facilitating games, clubs, and activities under the direction of the School Business Manager. • Ensure that all accidents are recorded in the accident book and reported to the teacher/s in order that any appropriate action may be taken. • Observe Health and Safety regulations relating to the school at all times, including first aid. • Retain the confidentiality on all aspects of school life • Complying fully with all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments • Promote good learning behaviour and good social behaviour according to school policy by: <ul style="list-style-type: none"> a) Identifying and celebrating when children are being good and following school codes of conduct b) Ensuring equality of opportunity and race quality including engaging in preventative strategies to minimise negative behaviour c) Follow school policy on racist behaviour including reporting any such behaviour in writing to the Headteacher d) Implementing appropriate and agreed rewards and sanctions • Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder 		
Other requirements and responsibilities	Level of DBS required: Enhanced with Children’s Barring List		





Person Specification

Role	Lunchtime Controller	School/Department	Great Hollands Primary School
Grade	Grade 3, Spinal points 5 to 6	Job evaluation code	GHP001
Qualifications, training and education	First Aid qualification or willingness to undergo training – desirable but not essential		
Experience	Experience of working with primary aged children is desirable		
Skills and abilities	<ul style="list-style-type: none"> • Knowledge of Health and Safety regulations • Enjoy working and being with children and young people • Good interpersonal and communication skills at all levels, written and verbal, with colleagues, outside agencies and children • Good organisational and planning skills, able to manage own time, prioritise and meet deadlines • Reliability • Tact, sensitivity, and diplomacy • Confidentiality • Able to contribute and work effectively as part of a team • Pro-active, flexible, and adaptable • Good attention to detail • Able to show initiative and work independently as required • Commitment to the wellbeing and safety of all children • A willingness to learn and develop personal skills • A sense of responsibility and ownership 		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>Safeguarding responsibilities -</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	