

## **JOB DESCRIPTION**

### **Lunchtime Supervisor (Part Time Term Time Only)**

**LINE MANAGERS:** Head of Prep and Business Manager

#### **Purpose**

Radnor House is committed to safeguarding and promoting the welfare of children and young people. Lunchtime Supervisors will be required to implement fully, the school policies and procedures for child protection and security.

#### **Key role**

To ensure the security, safety and good conduct of students during the lunch break and morning break as scheduled.

#### **Key Responsibilities**

- Set-up of the dining hall in preparation for morning break 10.30 to 11.00 and serving snacks.
- Set-up of the dining hall in preparation for prep lunch between from 11.30am to 1pm.
- Helping students at mealtimes - this may involve helping some children to cut up their food, showing them how to use cutlery and encouraging good table manners.
- Maintaining a high level of cleanliness in the dining hall.
- Cleaning up spillages and making sure tables are clean and water jugs/glasses are replenished between servings.
- Supervision of students in the dining hall, play areas and school premises.
- Maintaining good order and discipline and safeguarding students' health and safety.
- Encouraging students to play and helping with play activities as required.
- Ensuring students do not leave the school premises or enter 'out of bounds' areas.
- Knowing and being aware of the layout of Radnor House both internally and externally.
- Dealing with incidents and if necessary reporting them to the Head of Prep.
- Tending to sick or injured students and reporting any serious accidents and liaising with the Pastoral Administrator. Dealing with emergency situations such as fire drills.
- Listening to students and dealing with situations as they arise.
- Being vigilant and raising concerns about individual students or groups.
- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head, Senior Deputy or Team Leader.

The above statement of Responsibilities is agreed to be an accurate job description

This Job Description should be read in conjunction with the Staff Handbook, a copy of which is available to all staff at the beginning of each academic year in September.