

Role	Lunchtime Supervisor
Job Purpose	To provide supervision in the school dining room and at lunchtimes
Accountable to:	Cover Supervisor and Head of Prep
Main areas of Responsibility	• Supervise pupils in the playground and classroom when required • Supervise pupils in the dining room • Ensure girls eat in a well ordered and appropriate manner • Supervise the clearing of tables • Assist in the dismissal of pupils after eating • Help young pupils in practical ways as they are served or collect and finish their lunch • Assist in the service of lunch and clearing plates etc from the table • Supervise girls' play in the playground in accordance with the school rules • Report problems or deal with incidents as they arise according to school policy • Report any matters of concern to the class teacher or Head of Junior School • Share duties and assist with extra activities and other functions as required
General requirements	• All school staff are expected to: • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Contribute to the school's programme of extra-curricular activities. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors • Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process, and training and development opportunities available. • Adhere to policies as set out in the GDST Council Regulations, • GDST Hub and GDST circulars.

	Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Personal Specification

Punctual and reliable	Essential
Flexible and capable of responding to individual needs	Essential
Ability to work as a team member and share responsibilities	Essential
Calm but firm and friendly attitude towards young children and other adults	Essential
High expectation of behaviour and conduct towards others	Essential
A willingness to share information and respect confidentiality	Essential
Experience of a similar role	Desirable
First Aid Training would be useful	Desirable