



# BERKHAMSTED

— 1541 —

## Job Description

### Lunchtime Supervisor (Pre-Prep)

**Responsible to:** Deputy Head Pre-Prep

**Job Purpose:** To work under the direction and instruction of senior staff, to supervise pupils during the lunch time period, in dining hall, playground and school premises, ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline. To provide a positive role model to the pupils at all times. To maintain confidentiality at all times.

**Hours of Work:** 11.15am to 1.30pm (Wednesday – Friday) 5 hours 15 minutes per week, term time only.

### Areas of Responsibility:

1. Supervise and interact with pupils during the lunch break, encouraging positive social skills and good behaviour in pupils.
2. Assist children as appropriate with their selection.
3. To assist the younger children with meals as necessary (e.g. cutting up food etc.)
4. Ensure children have adequate lunches before they sit down to eat.
5. Encourage good table manners and eating habits among pupils.
6. Assist children to empty plates.
7. To supervise the eating of lunch, maintain discipline, maintain the use of cutlery and drinking water and, encourage pupils to eat their meal.
8. To supervise, when necessary, the returning and stacking of plates and cutlery.
9. To ensure all areas are cleaned and prepared in between sittings and at the end of lunchtime.
10. In the event of any spillage, to take action immediately to avoid possible accidents.
11. To ensure the safety of children in the playground, ensuring that all areas are monitored and that children follow the 'Playground Code'.
12. To take all reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.

13. Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately.

### **Essential Skills Required**

- Good communication skills
- Positive and pro-active personality
- Be able to help create a happy lunchtime for all pupils