



Our Lady of the Assumption Catholic Primary School



Lunchtime Supervisor Job description

Job details

Job title: Lunchtime Assistant

Salary: Grade 1

Hours: 6.25 hours per week, 1.25 hour per day

Contract type: Term Time Only (38 weeks) Permanent

Start date: 31st October 2022

Reporting to: SBM

Responsible for: N/A

Introduction

This appointment is with the Governors of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

Main Purpose

As a Lunchtime Supervisor at Our Lady of the Assumption School the core purpose of the job is to be responsible, under the direction of the Head Teacher or School Business Manager and work as a member of the team, to ensure the safety, welfare and good conduct of pupils during the midday break period. The lunch period is between 11.30am and 1.30pm, we ask that the person appointed is available to work within this time period and is able to change their start/ finish times when necessary.

Duties and Responsibilities:

1. To work as part of a team to provide efficient, safe and enjoyable lunchtimes for all pupils.
2. Supervising pupils in the dining hall, playground areas and school premises, including escorting pupils to dining areas as required.
3. To promote and encourage safe play, leading activities where necessary and supporting our pupil sports leaders; Outdoor and during wet play.
4. Ensure positive behaviour in pupils by following and promoting our behaviour policy.
5. Promote good hygiene where necessary.
6. Supporting pupils in our dining hall to collect their meals and clear their plates.



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7. Assisting and encouraging very young or less able pupils in developing their eating skills, including using a knife and fork correctly.
8. Setting up our dining hall; pulling out of our dining tables and ensuring tableware is available.
9. Undertake cleaning duties including the wiping of tables, cleaning of spillages (e.g. food, vomit), sweeping/mopping the floor and the putting away of tables and chairs.
10. Providing minor first aid, locating a first aider, and updating the first aid book where necessary.
11. Communicate any incidents with the child's class teacher at end of lunchtime.
12. Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting concerns to an appropriate person.
13. Attending training and meetings as required.
14. Any other duties and responsibilities within the range of the salary grade.

Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Lunchtime Supervisor plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition, disqualification and reference checks. Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre employment check with effect 1 Sept 22, please note, an online search may form part of this recruitment process.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 28/09/2022

Head teacher/line manager's signature:

Date: 28/09/2022