



## **RAVENSDALE PRIMARY SCHOOL**

<b>POSITION:</b>	Lunchtime Supervisor
<b>REPORTS TO:</b>	Senior Supervisory Assistant & School Business Manager
<b>RESPONSIBLE FOR:</b>	Lunchtime Safety
<b>GRADE:</b>	Grade 1 point 2

### **KEY PURPOSE OF THE JOB**

To be responsible for securing the health, safety, welfare and good conduct of pupils during the lunchtimes, in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, SBM and Senior Lunchtime Supervisory Assistant and in close co-operation with the other members of the team.

### **Main Duties and Responsibilities:**

- Supervise pupils in the dining hall, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Head Teacher and to provide appropriate care and security to children, in a kind and understanding manner, ensuring that they feel happy and safe.
- Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
- Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
- Assist very young or less able pupils in developing eating skills.
- Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties, including wiping tables, cleaning spillages, e.g. food, vomit.
- Take appropriate action to minimise disruption in the event of misconduct following the School Behaviour Policy. Ensure good behaviour and safe conduct of pupils dealing appropriately with all incidents of disorder assertively reinforcing the expectations and ethos of the school.
- Offer comfort and support to pupils who are upset or distressed in any situation acting with an awareness of the safeguarding policy and correctly reporting incidents.
- Attend to accidents in the playground in accordance with school procedures and guidelines on accidents, incidents and follow up actions, including the completion of records and reporting.

- Carry out First Aid ensuring that accurate records are maintained and school policies are followed.
- Organising activities for pupils to support positive play and social well-being, including indoor activities when there is inclement weather.
- Follow fire and evacuation procedures and check pupils are safe.
- During closure of schools, to assist staff with general cleaning duties in the dining area and in particular the cleaning of dining furniture.
- Attend relevant meetings and training as required.
- Any other duties required by the Senior Leadership Team commensurate with the grade.

## PERSON SPECIFICATION

<b>Job Requirements</b>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to provide appropriate care and security to children, in a kind and understanding manner, ensuring that they feel happy and safe.</li> <li>• Able to communicate effectively to receive and pass on information and instructions and provide guidance in a firm but pleasant manner.</li> <li>• Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.</li> <li>• Able to administer basic first aid.</li> <li>• Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.</li> <li>• Able to supervise and control children to minimum set standards of discipline.</li> <li>• Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant and SBM.</li> <li>• Able to assist pupils with developing their eating skills.</li> <li>• Able and willing to clean-up food or vomit or other materials and undertake tasks such as carrying food/trays.</li> <li>• Able to work as part of a team</li> </ul>
<b>Experience</b>	Experience of working with children in some capacity of responsibility e.g. previous experience, preferably school experience
<b>Educational</b>	Basic Numeracy and Literacy skills
<b>Special Requirements (Mandatory)</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment.</li> <li>• Two references, must include professional (no personal friends or family), voluntary work acceptable.</li> </ul>