



Job Description – Lunchtime Supervisor

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Basic reading and writing skills (to maintain records of accidents and first aid and check that pupils have paid for their meals or are entitled to a free meal).	X		X		
Professional Experience and Knowledge						
1	Experience of children in some capacity of responsibility, eg. own children, previous experience in a primary school or with children with Special Educational Needs.	X		X	X	X
Skills and Abilities						
1	Ability to communicate effectively to receive and pass on information and instructions.	X		X	X	
2	Ability to provide guidance in a firm but pleasant manner.	X		X	X	
3	Ability to communicate effectively with pupils who have differing needs and abilities.	X		X	X	
4	Ability to administer basic first aid when training has been provided.	X			X	
5	Ability to follow set procedures for different incidents, particularly in the case of fire evacuation or accidents, in a controlled and systematic way.	X		X	X	X
6	Ability to supervise and control children in line with the school's behaviour policy.	X		X	X	X
7	Ability to adhere to guidelines, follow set procedures and work to guidelines as required.	X		X	X	X
8	Ability to encourage pupils to participate in lunchtime activities	X		X	X	
9	Willing to clean-up food or vomit or other materials and undertake tasks such as carrying putting away tables.	X		X	X	
10	Be approachable when dealing with staff and pupils.	X			X	
11	To show initiative.	X		X	X	X
12	To manage the requirements of the post efficiently and effectively.	X		X	X	X
13	To maintain a flexible and calm disposition in a demanding environment.	X		X	X	
14	To work effectively as a team member.	X		X	X	X