

## Job Description



<b>Job Title:</b>	Lunchtime Supervisor	<b>Job Number:</b>	021589
<b>Location:</b>	Longford Park Primary School	<b>Salary:</b>	Grade 1

### Job Purpose

To be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with laid down procedures and practices of the Authority, and under the direction of the Head Teacher, Senior Supervisory Assistant and School Business Manager. Working in close co-operation with the Catering team.

### Main Duties and Responsibilities:

1. 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.
2. Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
3. Arrange an orderly start to lunch, including saying grace or other prayer, if required.
4. Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
5. Assist very young or less able pupils in developing eating skills.
6. Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
7. Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
8. Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the Head Teacher or nominee informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
9. Organise activities for pupils where necessary, in particular, indoors when there is inclement weather.
10. Follow fire and evacuation procedures, and check pupils are safe.
11. During the closure of schools, assist the kitchen staff with general cleaning duties in the kitchen and dining areas and, in particular, the cleaning of dining furniture.
12. Put away tables and chairs.
13. Listen to children reading and provide support and encouragement on occasion

14. Any other duties and responsibilities within the range of the salary grade.

**Responsible to:** School Business Manager / Head Teacher

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**The School is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.**

The School will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the School's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the School's Data Protection policy.

**Date Reviewed:** April 2026