

Job Description

Job Title:	Lunchtime Supervisor
Location:	Potters Green Primary School
Grade:	G1

Job Purpose:

Supervising pupils in the dining hall, classrooms, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher

Main Duties and Responsibilities:

- Support children in playing cooperatively during the lunch break; helping to resolve conflict and promote positive relationships.
- Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
- Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
- Assisting very young or less able pupils in developing eating skills.
- Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties including the wiping of tables, cleaning of spillages.
- Act as carer for sick children, administering basic first aid when required. (training will given)
- Maintaining records of accidents and incidents in line with school policy.
- Organise activities for pupils where necessary in particular indoors when there is bad weather.
- Follow fire and evacuation procedures and checking children are safe.
- Putting away of chairs and tables

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

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Senior Supervisory Assistant

Date Reviewed: December 2020

Person Specification

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Personal qualities

Enthusiastic and enjoy working with children

Able to deal with children of all the primary age range calmly and sympathetically

Able to encourage children to play cooperatively and purposefully by playing with them or guiding them as appropriate

Able to deal with incidents calmly and effectively

Willing to undertake a range of different roles

Be reassuring and sympathetic when dealing with accidents or illness.

Communicate clearly and effectively to children and other members of staff

Supportive to all children and adults

Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Date Reviewed: December 2020