



Grange Farm Primary School

Job Description

Coventry LA Directorate:	Children, Learning and Young People
Job Title:	Lunchtime Supervisor
Grade / Pay Scale:	Grade 1
Line Manager:	Learning Mentor

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Scope and General Purpose:

To support children during the lunch-break period to ensure a safe, happy and purposeful experience for all (including when dining and at play).

Main Duties and Responsibilities:

Working with the Learning Mentor and the rest of the Lunchtime Supervision team, the post-holder will be responsible for the following areas of work:

- Supervising pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher
- Ensuring that children are maintaining good hygiene levels.
- Supporting colleagues in managing children receiving food that has been ordered
- Assisting pupils in the collection of food trays 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 (e.g. food, vomit)
- Act as care for sick or injured children until appropriate qualified medical assistance is available and/or until parent/guardian collects child. The postholder could complete First Aid training and carry out related duties but must not provide First Aid unless qualified to do so and completing such training is not an expectation of the post
- Supervising and organising play and activities for children of all ages including outdoors and also indoors when children cannot be outside due to inclement weather
- Supervising specific children with particular needs (including special educational needs)
- Following emergency evacuation and lockdown procedures and checking children are safe
- Putting away lunch tables, chairs and other furniture
- Adhering to strict confidentiality guidance set by the Headteacher
- Attending appropriate training activities and meetings

Miscellaneous
At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school. Therefore the post holder should be flexible in their ability to work at different times, sometimes at short notice.

Health and Safety

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.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Safeguarding

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.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Equal Opportunities

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

Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.