

<b>Job Title:</b>	Lunchtime Supervisor
<b>Grade:</b>	Grade 1
<b>Location:</b>	Finham Primary School. Green Lane, Coventry CV3 6EJ

### Job Purpose

To be responsible individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period.

### Duties and Responsibilities

Under the direction and control of the classroom teacher or designated supervisor:

- Supervising pupils in the dining room, playground areas and school premises ensuring an acceptable level of order and discipline is maintained.
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- To assist in the clearance of any spillages and wiping down, clearing or re-setting tables as appropriate.
- Ability to initiate games and activities appropriate to the age of the children
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Undertake minor first aid, including treatment and follow up paperwork.
- Attend and participate in relevant meetings and training as required.
- Support and contribute to the overall ethos/work/aims of the school.
- Any other duties and responsibilities as necessary within the range of the salary grade.

Finham Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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 (Data Protection Act 1998)