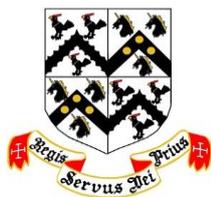


Saint Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi-Academy Company



120 Knoll Drive, Stivichall, Coventry, CV3 5DE
☎ Telephone: (024) 7684 9910 📠 Fax: (024) 7684 9911
✉ E-mail: admin@st-thomasmore.coventry.sch.uk
🌐 Website: www.stmschool.co.uk
Twitter: @STMschCoventry Facebook: @STMcov
Headteacher: Mrs Sarah Collins



Job description Lunchtime Supervisor

Salary Scale: Grade 1

Introduction

This appointment is with the Holy Cross Catholic MAC under the terms of the Catholic Education Service contract signed with the Holy Cross Catholic MAC as employer. The post-holder will, by personal example, ensure that the Catholic ethos and Mission of the school, permeates all aspects of the life of the school. This job description may be amended at any time, following consultation between the Head teacher and the post-holder. It will be reviewed annually.

Core Purpose

As a Supervisory Assistant at Saint Thomas More School the core purpose of the job is to be responsible, under the direction of the Headteacher, Inclusion Lead, or Senior Supervisory Assistant and in co-operation with Catering staff, individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the Governing Body and Local Authority.

Duties and Responsibilities:

1. To work as part of a team to provide efficient, safe and enjoyable lunchtimes for all pupils.
2. Supervising pupils in the dining areas, playground areas and school premises, including escorting pupils to dining areas as required.
3. To promote positive behaviour in pupils, through the use of praise and upholding the rules system and procedures, ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher.
4. Ensure that pupils only play in the designated zones with appropriate playground equipment.
5. Ensure that pupils have washed their hands prior to lunch and, where appropriate, assist them to do so where necessary.
6. Assist pupils in the collection of food trays and plates and in the serving of meals and food where necessary; supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
7. Assist very young or less able pupils in developing eating skills, including using a knife and fork correctly.



Achieving together in faith

Holy Cross Catholic Multi-Academy Company
Heathcote Street
Radford
Coventry CV63BL

*HCC MAC is incorporated in England & Wales as a company limited
by guarantee with registered number: GB12084073*

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8. Undertake ancillary duties including the wiping of tables, cleaning of spillages (e.g. food, vomit), sweeping the floor and the putting away of tables and chairs.
9. Act as care for sick children until appropriate qualified medical assistance is available and/or until parent or guardian collects sick child. Keeping the Headteacher or nominee informed and maintaining records of accidents and first aid given.
10. Report any major incidents in a notebook and inform child's class teacher at end of lunchtime. Report any issues of concern to the Line Manager.
11. Organise play activities for pupils on the playground, and in particular indoors when there is bad weather.
12. Follow fire and evacuation procedures and check pupils are safe.
13. At the end of each lunchtime ensure that the eating and play areas are free from lunchboxes, clothing, playground equipment etc
14. During closure of schools, to assist the kitchen staff with general cleaning duties in the kitchen and dining area and in particular the cleaning of dining furniture.
15. Attend training and meetings as required. Any other duties within the scope, the salary grade, the spirit of the job purpose, the title and grading of the post.

"Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)".

Responsible for: Children from Nursery to Year 6

Responsible to: Senior Lunchtime Supervisor; Inclusion Lead; Headteacher.

Agreed by: Date:

Headteacher: Date:



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