The Warriner Multi Academy Trust

Lunchtime Supervisor – Job Description

Graven Hill Primary School

School	Graven Hill Primary School	**Job Title**	Lunchtime Supervisor
Reporting to	Headteacher	**Salary**	Grade 3 Point 3 £25,614 Pro Rata
Hours of work	**11.34am – 1.30pm (8.75 hours per week)**		

Main purposes of the job

The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

Main responsibilities and tasks

The role of the lunchtime supervisor is to supervise the children as they eat and as they play, supporting them with eating appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers. The clearing up of spillages, wiping of tables and support of children wiping trays etc. and the leaving of the dining areas in a clean and tidy condition form part of the duties, but come second to supervision.

When the weather is suitable, children may play on the fenced playground/field areas as appropriate.

In wet or cold weather, the wet lunchtime procedure is put into action. Supervisors in the dinner hall will attend classrooms as soon as possible to relieve mixed groups. Lunchtime supervisors should remain with their allocated groups until the teaching staff return at 1p.m. to ensure continuity of supervision.

All incidents dealt with should be reported to class teachers at the end of lunchtime, unless very serious (verbal/physical aggression) when the Headteacher should be called immediately.

In the case of an injury, if it involves significant bleeding, a head injury or other potentially serious injury, dinner supervisors should consult with a colleague with paediatric first aid training. Otherwise the lunchtime supervisors should see to the child using only antibacterial wipes, plasters, etc, as supplied in the first aid kit along with protective gloves.

Any accident resulting in injury should be recorded in the accident book. All serious, and any head injuries should also be reported to the Headteacher and class teacher before going off duty.

School Meals Assistant should be familiar with the school health and safety and fire safety procedures.

In the case of absence, it is important to inform the school as early as possible.

General responsibilities

1. Taking appropriate responsibility for ones own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.

2. To be concerned, when necessary, with continuing the personal development of up to date knowledge about your role through school/county/national based in-service work.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.

Postholder's signature: _____

Date: _____

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• First aid training (or willingness to complete it)
Experience	• Working with children or young people • Working and collaborating within a team
Skills and knowledge	• Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues
Personal qualities	• Commitment to supporting and understanding student needs • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people • Understanding of individual safeguarding responsibilities and the importance of reporting concerns promptly. • Ability to contribute to a safe, inclusive and respectful environment for children and young people. • Commitment to maintaining appropriate professional boundaries, conduct and confidentiality. • Willingness to undertake safeguarding training and comply with Trust safeguarding policies and procedures.

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact recruitment4007@warriner.oxon.sch.uk