

## The Warriner Multi Academy Trust

### **Bishop Carpenter C of E Primary School Lunchtime Supervisor Job Description**

Job Information	
Reporting to	Head Of School
Grade	Grade 2 Point 2
Salary	£23,656 pro rata
Hours /Weeks	7.5hrs per day Mon-Fri (11.45am – 1.15pm) Term Time Only

#### **Introduction**

The duties of the lunchtime supervisors are to be overseeing lunch service in the hall and then outside patrolling and managing the playground, actively encouraging children to play games, ensuring the playground rules are being followed, preventing disputes and dealing with any issues which may arise or contact Headteacher/other members of staff if this is not possible. The lunchtime supervisors need to be present from 11.45am to 1.15pm each day.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, who will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

#### **Job Purpose**

The duties of the lunchtime supervisors inside include ensuring children are eating in a safe space, that they eat their packed lunch or school dinner in a prompt manner, ensuring children use good manners whilst eating and clear up their space before leaving the hall.

The duties of the lunchtime supervisors outside include patrolling the given area, actively encouraging children to play games, ensuring the playground rules are being followed, preventing disputes or fights, dealing with issues which arise or contacting the Headteacher if this is not possible.

All lunchtime supervisors are to help in the first instance if a child has been in an accident or is hurt. If further first aid is needed the lunchtime supervisor will contact a designated first aider.

### **Areas of Responsibility**

#### ❖ On dry days:

- Two lunchtime supervisors will be in the hall, and the other lunchtime supervisors will be in separate places outside.
- In the hall the duties include helping children with their lunches, stacking chairs, cleaning any spillages.

#### ❖ On wet days:

- the lunchtime supervisors will frequently patrol each of the given classrooms ensuring that all children are in their own classrooms, unless they have a teacher's permission to be elsewhere.
- the lunchtime supervisors will allow children to take part in any of the quiet lunchtime activities permitted.

The lunchtime supervisors will encourage a quiet but enjoyable atmosphere and will encourage children to be actively engaged in an activity either alone or with others.

### **General Responsibilities**

Take appropriate responsibility for one's own health, safety and welfare and the health safety and welfare of pupils, visitor and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns related to child protection with the Head of School, Deputy Head, senior management or Chair of Governors.



This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

Support the aims and ethos of the school and all school policies, seeking at all times to put into practice the school's vision statement. Uphold the school's Behaviour Policy. Our Christian values underpin all aspects of this job description.

**As an employee you have legal duties which include:**

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*