

Glynwood Community Primary School
Job Description
Lunchtime Supervisor

Line Manager: Headteacher

Post: Grade B

Duties and Responsibilities:

- To collect children from classroom/playground.
- To supervise the entry of the children into the dining hall.
- When necessary, assist children to collect meals.
- To supervise table manners.
- To encourage the children to eat their meal and try new foods.
- To supervise the children in the dining hall and as they go in and out.
- To report any unacceptable behaviour to the Headteacher/Deputy Head/Class Teacher.
- To wipe up spillages and clear breakages during meal times.
- To clear up and sweep the Packed Lunch Dining Hall.
- To supervise/organise games in the playground.
- To supervise children in doors when the weather is bad.
- To be aware of health and safety/child protection issues.
- To circulate amongst the children when they play.
- To take care of minor injuries.
- To attend training (additional pay will be given for attending training sessions).

Signed: _____ Lunchtime Supervisor

_____ Headteacher

Date: _____