



**Kelvin Grove**  
Primary School

**Lunchtime Supervisory Assistant**  
**Required as soon as possible**  
**Grade B Term Time Only.**

**Job Purpose**

The Lunchtime Supervisory Assistant will be responsible for the supervision and well-being of children during lunchtimes.

**The key roles of this post will include:**

1. Helping pupils to select lunchtime options with due regard to health and hygiene requirements.
2. Support positive behaviours, acting a role model and following the school's behaviour policy.
3. Ensuring table used for lunches is cleared and cleaned after use.
4. Interacting with pupils whilst providing a safe and secure environment in which pupil learning and socialising can take place.
5. Assisting in the delivering of age appropriate activities over the lunchtime period.
6. Reporting any injuries to First Aider/Class Teacher or Head Teacher as appropriate.
7. Delivering pupils back to class and ensuring that relevant issues are passed onto school staff.
8. Carrying such duties as may reasonably be requested by the Head Teacher.



**Kelvin Grove**  
Primary School

## **Competencies**

### **Communication**

Expressing ideas and information clearly and in a way which helps people to understand the message.

### **Teamworking**

Working with other employees to achieve results and develop good working relationships.

### **Dealing with children**

Maintaining a safe, calm and caring atmosphere for all our children.

### **Being flexible**

Adapting to change and working effectively in a variety of different situations.

### **Learning & developing**

Actively improving yourself by developing new skills and knowledge and learning from past experiences.

### **Making things happen**

Organising yourself and taking responsibility for achieving results.