**Lunchtime Supervisor Job Description**

**JOB PURPOSE**

To ensure the supervision, safety and welfare of pupils during the mid-day break; in the dining areas, playground and circulation areas.

**PRINCIPAL RESPONSIBILITIES**

To be on duty in the area allocated and the time allocated promptly at all times

To supervise and interact in a positive manner with pupils to ensure good behaviour in and around school

To become familiar with & follow the behaviour policy & strategies of the school

To report to the Head teacher / Premises Manager via the office any health or safety hazards

To adhere to all school policies and procedures that affect you and your duties (e.g. fire; accident reporting; no smoking etc.)

To attend to sick children including the cleaning of spillage and sickness

To report any accidents and request assistance from the school’s first aider as required

To refer any queries by parents about pupils to the head teacher

To report to the head teacher or teacher on duty of any incidents occurring

To supervise pupils in the dining hall

Attend to any spillages on floors and table tops utilising equipment provided by the caterers

Assist with the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates

Supervise and assist pupils with packed lunches and ensure clearance of waste

Ensure the removal of food and litter in the dining hall by pupils

To supervise pupils in allocated areas during inclement weather

Participate in the established playground activity clubs during lunchtime

Other duties as may reasonably be allocated by the head teacher

Lunchtime supervisors may also be required to carry out the following duties at the discretion of the head teacher

Assist pupils with fastening of their coats

Escort pupils to classroom for afternoon activities

Arrange classroom activities during inclement weather

Encourage pupils to eat the meal provided; assist with the serving and clearing of the meal and the cutting up of food and training pupils in the use of cutlery and table manners.

**PERSON SPECIFICATION**

Good communication skills and a friendly pleasant nature

Willingness to interact and engage with children in conversation and games

Patience, initiative and the ability to operate within a team environment