**Hunwick Primary School: Job Description**

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| **Job Title:** | **Lunchtime Supervisor** |
| **Scale:** |  |
| **Hours:** | **6.25 hours per week** **Monday to Friday 11:45am – 1:00pm** **Term time only** |
| **Responsible to:** | Headteacher |
| Focus: | * To assist in providing safe and efficient lunchtime provision.
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| **Key Area of Responsibility** | **Brief Outline** |
| Generic responsibilities | * Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure;
* To model the values, ethos and vision of the school;
* To maintain at all times the utmost confidentiality with regard to all records and personal data relating to staff, pupils and other information of a sensitive or confidential nature.
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| Specific responsibilities | * To supervise areas of the school throughout the lunchtime, whether inside or outside the dining area, including corridors and outside areas.
* To support and manage the behaviour of pupils in line with school policy.
* To encourage healthy eating.
* To clean trays, tables and floor surfaces during and immediately after lunchtimes to ensure that the dining area is left in a tidy condition.
* To follow the health and safety policy of the school, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters.
* To ensure that pupils queue for lunch in an orderly and safe manner.
* To deal with any immediate problems or emergencies according to the school’s policies and procedures.
* To supervise in any other areas during lunchtimes as directed by the Senior Leadership Team.
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| Special Conditions | * The post-holder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties;
* The post-holder will be expected to contribute to the protection of children, in accordance with agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager;
* The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;
* An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.
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| **The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.** |