St Michael's Catholic Primary School

Bishop Wilkinson Catholic Education Trust

Job Description

Post Title: Lunchtime Supervisory Assistant
Salary: Grade C, SCP 4
Reports To: Headteacher/School Business Manager

Job Purpose

To supervise and support pupils during lunchtime to ensure their safety, wellbeing, and positive behaviour across dining, playground, and school environments. The role maintains high standards of hygiene, encourages respectful and inclusive play, responds appropriately to accidents or concerns, and upholds safeguarding, behaviour, and health and safety procedures so that all children have a safe, enjoyable, and well-managed lunchtime experience.

Main Duties and Responsibilities

- Supervise pupils in dining areas, playgrounds, corridors, toilets, and other school spaces during lunchtime.
- Guide children to clear their plates and cutlery, help wipe tables, clean up spills, and maintain high hygiene standards in the dining hall.
- When appropriate, assist or supervise pupils with general hygiene needs, such as washing of hands.
- Encourage students to eat their meals, provide water, make sure dietary needs are met, and offer additional assistance as needed.
- Undertake specific responsibility for the supervision of Early Years Foundation Stage (EYFS) pupils during mealtimes to promote safe eating practices and minimise choking risks.
- Manage lunch lines and student movement between the dining hall and playground, fostering positive behaviour and a calm environment.
- Support an inclusive play culture across the school, ensuring all children have enjoyable lunchtimes.
- Support and encourage a range of indoor and outdoor play activities, in line with agreed school routines, and participate in these activities as required.
- Respond to difficult or challenging pupil behaviour calmly and professionally, in line with the school's behaviour policy and report concerns as required.
- Always listen attentively to children's concerns and respond properly, referring matters to senior staff where necessary. Ensure any child who is injured or has an accident receives appropriate care following the school's procedures.
- Provide first aid support to pupils in line with school procedures, including administering basic first aid where trained, ensuring appropriate care is given, and accurately recording all accidents and injuries on the school's online accident reporting system in a timely manner.
- Watch for signs of bullying or children at risk and step in to resolve conflicts.
- Report concerns about children's welfare or behaviour to the Senior Leadership Team as needed.

- Report any hazards in the playground environment to the SLT and highlight any concerns about risks in children's play activities.
- Encourage students to dispose of litter correctly and use recycling bins where possible.
- Remind and support children to dress suitably for the weather.
- Supervise children in classrooms during inclement weather, and make sure halls or classrooms used during breaks are left neat and tidy.
- Monitor toilet areas for appropriate use and report cleanliness or maintenance concerns to site/SLT
- Notify the Senior Leadership Team of any serious incidents and record them accurately according to school policy.
- Assist in tidying the playground at the end of lunchtime.
- Share responsibility with other lunchtime staff for clearing the dining hall floor and storing dining tables and chairs, undertaking these tasks in line with manual handling guidance and training.
- Always act in line with the school's policies on Behaviour Management, Equal Opportunities, Safeguarding, Health & Safety, Anti-Bullying, Confidentiality, Risk Management, and Play.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

June 2026