Kingswood Primary School

Job Description for Lunchtime Supervisor

Pay Grade: 2

Core Purpose of the Post:

The priorities in principle for this job are:

To supervise and assist the children during lunchtime, inside the school, dining hall and in the playground, to ensure a safe and positive environment is maintained and that all children behave in an appropriate manner. This role covers a range of activities to ensure that lunchtimes at school are a safe and effective part of the children's day.

During the mealtime, activities include monitoring children to encourage them to eat healthy lunches, helping children who are having difficulties, for example with cutting up food, and encouraging good table manners.

After the meal, Lunchtime Supervisors supervise children and lead play in the playground (or in the classroom in particularly wet weather), ensure play is safe, comfort children if upset and follow procedures for minor injuries such as cuts, grazes and bruises.

Main Duties and Responsibilities:

1. Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To resolve problems and issues that may arise during the lunchtime period.

2. To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches.

3. Set up and clear away tables and benches in dining areas; clean up any spillages of food and drink. Clean tables and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.

4. Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to resolve any issues throughout the school day.

5. Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure the safety of the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.

6. To understand and follow the school safeguarding procedures, referring any concerns to the Designated Safeguarding Lead. All staff must adhere to the need for confidentiality at all times.

The job requires physical effort when setting up and clearing away the dining room. Tables and chairs are moved in accordance with manual handling procedures.

Playground duty is carried out at all times of the year including during cold, wet and windy conditions. Break times may take place indoors during particularly wet weather conditions.

To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.