

Post Title:	Lunchtime Supervisor
Reporting to:	Senior Lunchtime Supervisor
Working Time:	11.25 hours per week
Salary/Grade:	Grade 2
Disclosure level	Enhanced

Purpose:	<p>The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare, and good conduct of the pupils.</p> <p>The role of the lunchtime supervisor is to supervise the children, supporting them with eating appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers. The clearing up of spillages, wiping of tables and support of children wiping trays etc. and the leaving of the dining areas in a clean and tidy condition form part of the duties, but come second to supervision.</p>
Responsibilities:	<ul style="list-style-type: none"> • To pay close attention to the health and safety of the children. • To follow established lunchtime routines, including playing and interacting effectively with children in line with the school's ethos and behaviour policy. • To set out and put away the lunch tables and benches, therefore a good standard of fitness is required. • To administer First Aid if suitable training has been given. • To enter details of injuries into the Accident Book if suitable training has been given. • To notify the appropriate medically trained staff about any head injuries and more serious accidents. • To consult with the class teacher if a child feels ill. • To supervise the children. • To monitor the children's diet to ensure that they are eating a balanced, nutritious meal. • To ensure good eating habits, manners, and good behaviour. • To monitor play and behaviour in the playground and to deal with any problem appropriately. • To scan the play areas to ensure no child is alone and unhappy. • To report any serious incident to the Senior Lunchtime Supervisor.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty reasonable for the grade of post not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Other Specific Requirements:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

*The EPA Trust Employees are predominantly based at one location but may be required from time to time to work at another school within the Academy.

A full list of schools within EPA can be found at <http://epa-mat.org/>

Eynsham Community Primary School and the Eynsham Partnership Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.

Signed _____

Name _____

Headteacher

Signed _____

Name _____

Post-Holder

Date _____