



John Henry Newman Academy
Lunchtime Supervisor Job Description



Grade 2 10 hours per week 11.15 am – 1.15 pm	
Overall Purpose	To ensure the health, safety, welfare and good conduct of the pupils at lunchtimes.
Responsible to	Catering Manager
Specific Responsibilities	• To set-up the dining hall with tables & benches, adhering to manual handling polices and ensuring H&S at all times. • To supervise the children, supporting them with eating appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers • Cleaning 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 • To report all incidents to the Class Teachers at the end of lunchtime, unless very serious (verbal/physical aggression) when the Inclusion Team should be called immediately • To be familiar with the Academy Health and Safety and evacuation procedures. • To keep up to date on any allocated training via SmartLog. • To keep up to date with L2 Food Hygiene (training provided)
General Responsibilities	• To administer first aid as appropriate (training can be provided) and report head injuries to the school office. • To ensure the health and safety of all children, checking allergy guidelines are met. Reporting any food that is brought into school that contains nuts or sesame to the catering manager/school office. • To uphold the Christian Ethos, vision and values of the Academy
Other	To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising safeguarding concerns with an designated safeguarding lead.

Signed Post Holder

Date:.....

Signed Line Manager/Principal

Date:.....

The work of academy changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant academy improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.