



JOB DESCRIPTION

JOB TITLE Lunchtime Supervisor

SERVICE AREA Schools

SECTION Education Support

LOCATION: Havergal CE Primary Academy

GRADE/SCALE 3-4

PURPOSE OF JOB:

Supervision of primary-aged children before, during and after the lunchtime meal.

This person must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

They also must be aware of and support difference and ensure equal opportunities for all.

RESPONSIBILITY LINKS

Reports to: Senior Leadership Team

Responsible over: N/A

SPECIAL CONDITIONS:

- An overall is provided. This overall must not be worn outside the school, either to or from work. Jewellery should not be worn except wedding rings or earring studs, for obvious health and safety reasons. Shoes should be supportive and protective. Open toed sandals/shoes, high heeled shoes are not considered suitable.
- Jeans are not considered suitable attire.
- Personal hygiene as practised by the kitchen staff must also be adhered to and the kitchen cloakroom is available to all such employees for the facilities offered.
- Hair should be clean, tidy and worn off the face. Long hair should be tied back.
- Hands should be clean.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all

MAIN ACTIVITIES:

- Support the kitchen staff in setting up the hall for lunch.
- Assist the kitchen staff with the preparation of meals if needed.
- Supervision of washing children's hands/sanitising hands, escorting children to and from the dining room, supervision in the dining room and supervision in the school or playground.
- Encouraging positive behaviour, promoting good table manners and assisting in whatever practical way that may help the progress of the lunch service. Support children's use of cutlery and encourage good table manners.
- Engage children in positive play and lead activities and playground games.
- Support children's social and emotional development
- Any other reasonable duties as requested by Senior Leadership.

DATE PREPARED: February 2026

Person Specification Lunchtime Supervisor Level 1

Criteria	Essential	Desirable	Measured By
Qualifications/Training <ul style="list-style-type: none"> • Good interpersonal skills. • First Aid training 	✓	✓	AF/I
Knowledge/Skills <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. • Experience of working with primary school-aged children 	✓ ✓ ✓	✓	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer/child focused. • Has a friendly yet professional and respectful approach, which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	✓		AF/I

AF - Application form I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated and these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours
- Positive attitudes to use of authority and maintaining discipline.