



Bishop Chadwick  
Catholic Education Trust



## St Joseph's Catholic Primary School

### JOB DESCRIPTION

**POST TITLE:** Lunchtime Supervisor

**GRADE:** Grade 1 Point 3 £3,350.81 (pro-rata  
£2,899.76)

**RESPONSIBLE TO:** Headteacher

#### Overall Objectives of the Post:

To provide effective support and supervision of children over the lunchtime period.

#### Key Tasks of the post:

Under the guidance and direction of Headteacher and SLT:

1. To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
2. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
3. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
4. To maintain good order in dining areas.
5. To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.

6. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
7. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
8. To assist in the setting up and removal of furniture where necessary.
9. To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
10. To report any unauthorised visitors on school premises.
11. To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

**General Requirements:**

Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

To have due regard to confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.