

## Lunchtime Supervisor

<b>Job Title:</b>	<b>Lunchtime Supervisor</b>		
<b>Salary:</b>	<b>GR2</b>	<b>Hours:</b>	<b>10</b>
<b>Contract Type:</b>	<b>Term time only</b>		
<b>Reporting to:</b>	<b>Senior Lunchtime Supervisor</b>		

### Main Purpose:

To work as part of a team assisting the pastoral care manager and senior lunchtime supervisor in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school.

### Duties and responsibilities

#### **1. Supervision and Control of Pupils in the Dining Hall**

- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting, changing clothing etc. in accordance with School Policy) prior to entering the dining room.
- Organising the dinner queue and entrance of pupils into the dining hall; ensuring good behaviour and a calm atmosphere. Dealing with any bullying/fighting/unruly behaviour by intervention or calling for assistance, reporting incidents to the Strategic Head of School/Senior Lunchtime Supervisor according to severity.
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.
- Encouraging pupils to eat (including those with packed lunches), especially those with special needs or disabilities.
- Being aware of pupils on special or restricted diets for medical reasons. Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Dealing with any body spillages in the dining hall in accordance with infection control procedures; ensuring the pupil goes to the medical room if appropriate.
- Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.

#### **2. Supervision and Control of Pupils in the Playground and School Premises**

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Checking on any strangers who may enter school premises in accordance with school guidelines;

being observant of any loiterers and reporting to the Strategic Head of School/Senior Lunchtime Supervisor.

- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing and providing emotional support where necessary.
- Preventing bullying, being aware of changes in friendships, encouraging socialising and play. Occasionally participating in games.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Reporting any bad behaviour, assaults, or carrying of weapons/banned substances by pupils to the Strategic Head of School/Senior Lunchtime Supervisor.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather; occupying pupils in various games and activities.
- Ensuring, in accordance with instructions given, that all pupils return to the care of teachers at the end of the lunch period.

### **3. Associated Ancillary Duties**

- Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures.
- Being aware of cultural differences between pupils; dealing with any incidents of racism or sexism in accordance with agreed procedures.
- Assisting with cleaning the dining hall at the end of lunchtime.
- Providing 1:1 assistance and support to pupils, including those with special educational needs and high-complex needs.

### **Employee responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment. Ensure all tasks are carried out with regard to Health and Safety.
- Adhere to the overall ethos, work and aims of the school. Promote the agreed vision and aims of the school. Set an example of personal integrity and professionalism.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Participate in training and other learning activities and performance development as required. Act at all times in a manner appropriate to the seniority of the post.

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Supervision received
<ul style="list-style-type: none"><li>• Works under the direction of the Senior Lunchtime Supervisor and Assistant Headteacher</li><li>• Regularly supervised with work checked by the Senior Lunchtime Supervisor. Expected to plan own work to meet defined deadlines and objectives.</li></ul>



**Notes:**

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
<b>Qualifications</b>		
Experience of working with children in a supervised or caring capacity.	Experience of working in a team.	<b>A / C</b>
Experience of supporting children with special educational needs or complex needs.	Experience of working in a school or similar educational setting.	<b>A</b>
<b>Experience</b>		
At least two years' experience working in a bookkeeping or financial administration environment.	Ability to communicate positively and effectively with children and listen to them.	<b>A / I</b>
Experience of using Access Education Finance or a comparable finance system for purchase ordering, invoicing and payments.	Experience of processing purchase orders, invoices and supplier payments in a regulated environment.	<b>A / I</b>
Experience of supporting month-end and year-end financial processes, including provision of information for audit.	Experience of raising and reconciling sales ledger invoices and chasing outstanding debts.	<b>A / I</b>
Experience handling confidential financial information accurately and in line with data protection requirements.	Experience of supporting finance functions across more than one site or school.	<b>A / I</b>
<b>Knowledge &amp; Skills</b>		
Sound understanding of financial administration processes including purchase ordering, accounts payable, accounts receivable and bank reconciliation.	Knowledge of the Academies Trust Handbook and the financial compliance requirements applicable to academy trusts.	<b>A / I</b>
Good written and oral communication skills, with the ability to respond clearly and	Understanding of anti-fraud controls, including supplier verification and the segregation of duties.	<b>A / I</b>

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professionally to queries from staff and suppliers.		
Strong numeracy and attention to detail, with the ability to identify and resolve discrepancies in financial data.	Ability to manage competing demands and prioritise effectively to meet financial deadlines.	<b>A / I</b>
Proven organisational skills with the ability to manage a varied workload accurately and to deadline.		<b>I</b>
Ability to work with a high degree of accuracy and confidentiality in handling sensitive financial information.		<b>A / I / T</b>
Confident and professional manner when liaising with school staff, suppliers and external agencies.		<b>A / I</b>
Ability to work independently, use initiative appropriately, and escalate issues to the Finance Manager when required.		<b>I</b>
Good IT skills, including proficiency in Microsoft Office (particularly Excel) and experience of finance or MIS systems.		<b>A / I / T</b>
<b>Personal qualities</b>		
Commitment to the ethos, values and safeguarding responsibilities of the Trust.		<b>A / I</b>
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school.	Ability to work under pressure and deal calmly with challenging situations.	<b>I</b>
Ability to remain calm under pressure and handle sensitive financial matters with discretion and professionalism.		<b>I</b>
Positive, flexible and self-motivated approach with a willingness to support colleagues across the Trust.	Ability to build strong and constructive working relationships with school-based staff and external partners.	<b>I</b>

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Commitment to maintaining the highest standards of confidentiality, financial probity and personal conduct at all times.		I
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