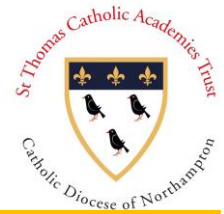




**Holy Family Catholic
Primary School**
Headteacher: Mrs S Benn



JOB DESCRIPTION: Lunchtime Controller

“The glory of God is
a human being fully alive!”

Title: Lunchtime Controller

Responsible to: Lunchtime Supervisor

Salary: L2 SCP04

General Responsibilities

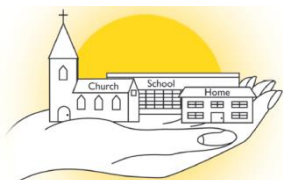
The role of the Lunchtime Controller is to ensure the smooth operation of lunchtime breaks.

Summary of Main Responsibilities:

- To supervise and ensure the welfare of the children during lunchtime break, both inside and outside the building. In wet weather to supervise the children inside the school.
- To assist in the preparation for and tidying up after the lunch time meal.
- To monitor the behaviour of the children at all times, in conjunction with the school's policy on behaviour.
- To report accidents to the duty member of staff and where necessary to seek the advice and support of a first aider.
- Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situation that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the Lunchtime Supervisor.
- To observe Health and Safety regulations relating to school at all times.
- To undertake other related duties as directed by the Lunchtime Supervisor, Class Teacher or the duty member of staff.
- Retain the confidentiality on all aspects of school life.

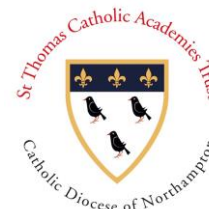
The Job Description and allocation of particular responsibilities are as seen at the moment. The Head Teacher may vary the duties from time to time, after discussion with you, without changing their general character or level of responsibility but in any case they will be reviewed during the school Appraisal cycle, where appropriate targets are set in accordance with the school's Appraisal Policy.

Holy Family Catholic Primary School has a commitment to safeguarding, and the welfare and wellbeing of children.



Holy Family Catholic Primary School

Headteacher: Mrs S Benn



PERSON SPECIFICATION: Lunchtime Controller

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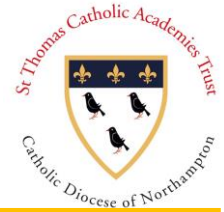
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSEs or vocational qualifications. 	NVQ Level 3 or equivalent
Experience	<ul style="list-style-type: none"> Some experience of working with children. 	
Knowledge	<ul style="list-style-type: none"> Clear understanding of statutory duty regarding safeguarding of children. 	Knowledge of Health and Safety Knowledge of First Aid.
Attitudes / skills	<ul style="list-style-type: none"> Excellent interpersonal skills Able to follow instructions. Able to communicate effectively with colleagues, visitors, parents and pupils. A commitment to equality of opportunity. Able to work within a team and independently. Ability to understand and apply regulations such as Health and Safety. Able to maintain confidentiality at all times. Able to motivate and encourage pupils. 	
Personal attributes	<ul style="list-style-type: none"> Enjoy working and being with children. Caring and flexible approach to work. A good listener and sensitive to pupils needs. Supportive of the Catholic ethos of the school Physically able to lift and move heavy equipment. Ability to remain calm and positive whatever the situation 	<ul style="list-style-type: none"> A good sense of humour and a positive attitude to life

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	<ul style="list-style-type: none">• A “can-do” attitude where you want to make the difference• Set high professional standards and personal integrity.• Self-motivated, flexible and able to use own initiative to prioritise multiple tasks, meet deadlines and make decisions in emergencies; also willing to ask for help if needed.• Show tact and confidentiality.• Regard for fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.• Flexibility to adjust to any changes in job duties as required.• Willingness to undertake relevant in-service training.	
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