

# Job description

## Lunchtime Supervisor



## Job details

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- **Job title:** Lunchtime Supervisor
- **Hourly rate:** SCP 2 (£12.65)
- **Contract type:** Part-time and permanent
- **Hours per week:** 7.5
- **Working pattern:** 11.30 a.m. to 1 p.m. (Monday to Friday)
- **Weeks worked:** Term-time only (38 weeks per year)
- **Reporting to:** Deputy Head Teacher

## Main purpose

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Under the general direction of the Deputy Head Teacher, ensure the safety, general welfare and proper conduct of pupils during the school's lunchtime period.

## Duties and responsibilities

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Under the direction of the deputy head teacher:

- Prepare the layout of tables in preparation for lunch
- Supervise pupils when they are in the dining room eating lunch and encourage good social skills and manners
- Clear up the dining room after the lunchtime period, including clearing any food left on the tables, wiping the tables and chairs, and sweeping the floor
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the lunchtime period, having due regard to special educational needs and/ or disabilities
- Set out and store equipment which support lunchtime activities
- Encourage pupils to select and eat healthy, balanced meals
- Provide a safe environment for pupils to play and socialise outside
- Encourage pupils to be resilient and independent and follow our school's values
- Ensure the school's behaviour management policy is followed and deal with incidents accordingly, including reporting these to senior staff on duty
- Actively encourage pupils' participation in lunchtime activities
- Provide first aid during the lunchtime period, as required

## Other areas of specific responsibility

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The Lunchtime Supervisor will be required to safeguard and promote children's and young people's welfare and follow school policies and the staff code of conduct.

Please note that this is illustrative of the role's general nature and level of responsibility. It is not a comprehensive list of tasks the Lunchtime Supervisor will carry out. The post holder may be required to perform other duties appropriate to the level of the role, as directed by the head teacher.

## Context

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All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the school development and enhancement plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy and pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people he or she is responsible for or comes into contact with.

**Physical effort:** this role will likely involve some lifting of children and equipment regularly, and appropriate training will be provided.

**Working environment:** this role could involve a frequent requirement to deal with vomit and bodily fluids when children are unwell.

## Underlying principles of the post

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The post holder is expected to share our commitment to our organisation's vision, aims and values.

The post holder must be aware of and comply with the school's policies, guidelines and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection and report all concerns to an appropriate and named person or persons.

All staff must participate in training, other learning activities, and performance management and development as required by the school's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not exhaustive or exclusive and will be subject to change as working requirements dictate and meet the school's organisational needs.

## Supervision

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The post holder will be managed daily by the school's Deputy Head Teacher under the direction of the Head Teacher.

## Additional information

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Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, in making your application, you must disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions that for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. A pending charge, conviction, bind-over or caution that has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

Somerries Infant School and Early Childhood Education Centre is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any post at Somerries Infant School and Early Childhood Education Centre.

This job description forms part of the employment contract of the person appointed to the post. It reflects the position at present and may be reviewed in negotiation with the

employee. The appointment is subject to the current conditions of employment in the current School Teachers' Pay and Conditions Document.

Someries Infant School and Early Childhood Education Centre will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that the school's policies are reflected in all aspects of their work, in particular, those relating to:

- Equal Opportunities
- Health and Safety
- Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- the candidates' motivation to work with children and young people
- the candidates' ability to form and maintain appropriate relationships and personal boundaries with children and young people
- the candidates' emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline



## Person specification

Skills and Knowledge		Level		Assessed through
Attainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		A	A Application I Interview T Testing R Reference
Desirable	Applications will be preferred from candidates with the denoted qualifications or experience	D		
Essential	Applicants without the denoted qualifications or experience will not be considered for this role	E		
Qualifications and training	Able to commit to relevant training	✓		AIR
	Willing to undertake first aid training and to apply this in the school	✓		AIR
Experience	Some experience in the care of children	✓		AIR
	Some experience of working with children with a range of special educational needs and/ or disabilities	✓		AIR
	Experience of working in a school environment	✓		AIR
Skills and knowledge	Able to contribute constructively to – and work effectively as – a member of a team	✓		AIR
	Able to work on own initiative	✓		AIR
	Able to communicate effectively with children	✓		AIR
	Able to contribute to the support of children in their personal development	✓		AIR
	A knowledge and awareness of child protection and safeguarding procedures and how to keep children safe	✓		AIR
	Able to demonstrate an empathy with, and understanding of, the needs of pupils with special educational needs and disabilities	✓		AIR
	Able to follow guidelines and procedures	✓		AIR
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	✓		AIR
Personal qualities	Able to demonstrate appropriate motivation to work with young people	✓		AIR

Skills and Knowledge		Level		Assessed through
Attainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	D	A	A Application I Interview T Testing R Reference
Desirable	Applications will be preferred from candidates with the denoted qualifications or experience			
Essential	Applicants without the denoted qualifications or experience will not be considered for this role			
Equality and diversity	Able to form appropriate relationships with children	✓		AIR
	Emotional resilience in working with challenging behaviours	✓		AIR
	Appropriate attitudes to the use of authority and maintaining discipline	✓		AIR
Equality and diversity	Ability to recognise common forms of discrimination and to report this	✓		AIR
	Some understanding of the diverse needs of pupils attending the modern primary school setting	✓		AIR



**Notes:**

This job description may be amended anytime in consultation with the post holder.

- **Last review date:** October 2025
- **Next review date:** October 2026

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**Post holder signature**

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**Date**

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**Authorising  
signature**

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**Date**

