



St John the Baptist Catholic Primary School

Job Description - Lunchtime Supervisor

Job Title	Lunchtime Supervisor		
Salary Band/Range	Band A £24,796 Actual salary £4,203	Hours	7.5 per week term time only
Reporting to	Headteacher		

Core Purpose:

The role of Lunchtime Supervisor is a pivotal role within St John the Baptist Catholic Primary School part of Our Lady and All Saints Catholic Multi Academy Company.

As part of a team assisting the Headteacher 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

Key Responsibilities

Main Areas of Responsibility: The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Supervision and control of pupils in the dining hall including:

- 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 dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher according to severity of incident
- 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 from information provided at the school. 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 spillages in the dining hall in accordance with infection control procedures, ensure 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.

Supervision and control of pupils in the playground and about other school premises, including:

- 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. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. 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, carrying of weapons/banned substances by pupils to the Headteacher
- 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

Associated Ancillary Duties:

- Checking toilet areas regularly for signs of 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
- Assist with cleaning the dining hall at the end of lunchtime

General

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people the postholder is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- Accountable for ensuring that the postholder is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with.

Code of Conduct

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employees.

Health & Safety

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
- Promote and ensure the health and safety of pupils, staff and visitors at all times .
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.

Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.

Reviewed by: OLAAS

Date: June 2026