

## Job Description – **Lunchtime Supervisor**

**Job Title:** Lunchtime Supervisor

**Responsible to:** Principal Lunchtime Supervisor

**Salary Scale and Point:** Grade 1, Point 2

**Contracted Hours:** Term Time Only, 8 hours and 20 minutes hours

### **Purpose of the Job**

To assist the Principal Supervisor with the supervision of students before, during and after the midday meal.

### **Key Responsibilities / Activities**

- Assisting the Principal and Senior Lunchtime Supervisors in the conduct and safety of students throughout the academy before, during and after the midday meal.
- Assist the Principal and Senior Lunchtime Supervisors in managing and organising of the students for the whole or part of a lunchtime period.
- Responsible for the consistent application of the lunchtime rules.
- Promoting sociable behaviour and good table manners and assisting in whatever practical way that may help the progress of the lunch service.
- Clearing rubbish and cleaning tables during and in between lunch times.

### **Special Conditions**

- Jewellery should not be worn except wedding rings or earring studs, for obvious Health and Safety reasons. Shoes should be supportive and protective. Open toed sandals/shoes, high-heeled shoes or training shoes are not considered suitable. Jeans are not considered suitable.
- Personal hygiene, as practised by the kitchen staff, must also be adhered to by the Lunchtime Supervisor, and the kitchen cloakroom is available to all such employees for the facilities offered. Hair should be clean, tidy and worn off the face. Long hair should be tied back. Hands should be clean, nails short and no nail polish used as this attracts germs. It is expected that feet and legs are covered.

## Professional Development

- To undertake any necessary professional development and training.
- Promote and comply with the academy's Equal Opportunities Policy at all times, treating all students and staff in a fair and equal manner giving consideration to individual's cultural values
- Promote and comply with the academy's policies and procedures relating to safeguarding, child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Observe and comply with all Health, Safety and Fire regulations and procedures as laid down in the Health and Safety at Work Act and Academy Policies at all times.

## General

- Be aware of and comply with all trust and school policies and procedures particularly relating to safeguarding, child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Carry out all duties with regard to the school's policies and codes of conduct.
- Set high expectations of conduct, whilst acting as a good role model for others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

This job description will be reviewed annually and the head teacher reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

**Fluency in English** The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.



## Person Specification



|                                     |   |
|-------------------------------------|---|
| <b>Education and Qualifications</b> | <b>Essential</b> <ul style="list-style-type: none"><li>• Willingness to participate in ongoing training</li></ul>   |
| <b>Experience</b>                   | <b>Essential</b> <ul style="list-style-type: none"><li>• Experience of working with children of relevant age</li><li>• Experience of working as part of a team</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Experience of working with children with additional needs</li></ul>   |
| <b>Skills and knowledge</b>         | <b>Essential</b> <ul style="list-style-type: none"><li>• Understanding and commitment to the safeguarding of children</li><li>• The ability to act upon own initiative and identify straight forward solutions to problems</li><li>• The ability to identify work priorities</li></ul>                  |
| <b>Interpersonal Skills</b>         | <b>Essential</b> <ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting welfare for all</li><li>• Communicate positively and effectively to children and listen to them</li><li>• Hard-working</li><li>• Reliable</li><li>• Positive and approachable team member</li></ul> |