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| Faculty/Department | |
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| Job Title: | Lunchtime Supervisor |
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| Grade: | NJC Point 4 |
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| Post Purpose: | To support and contribute towards the efficient and safe running of the school by providing supervision for the children during the lunch period. |
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| Accountable to: | Head of Primary Central Services |
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| Duties, Responsibilities and Key Tasks: | <p>Responsible for safe supervision of pupils and careful use of equipment and facilities during the midday break.</p> <ul style="list-style-type: none"> • Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs. • Assist in the supervision of other activities during the midday break, including setting out and storing equipment. • Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. • Encourage pupils to act independently as appropriate. • Clean up spillages of food or liquid during meal service. • Wipe down tables and clean dining areas between and after meals. |
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| Routine Tasks | <ul style="list-style-type: none"> • Ensure pupils eat healthily in a safe environment, using persuasive skills to encourage healthy and independent eating. • Adhere to school local and national authority guidelines, exercising professional discretion always. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. • Participate in training and other learning activities and performance development as required. • Contribute to the overall ethos/work/aims of the school. • Attend relevant meetings. • Maintain confidentiality at all times |
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| General | <ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. |

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| | <ul style="list-style-type: none">• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO. |
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This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

| ATTRIBUTE | Essential (E) or Desirable (D) | Assessment |
|--|--------------------------------|------------|
| Qualifications | | |
| GCSE Maths & English A*-C (or equivalent) | E | A |
| Health and safety qualification | D | A/I |
| Knowledge and experience | | |
| Knowledge of school routines and behavioural procedures | D | A/I |
| Working with or caring for children | E | A/I |
| Previous experience of working within a school environment | D | A/I |
| Skills | | |
| Working with or caring for children | E | A/I |
| Good numeracy and literacy skills | E | A/I |
| Ability to communicate effectively, both verbally and in writing | E | A/I |
| Ability to work independently and to use initiative | E | A/I |
| Ability to work as part of a team | E | A/I |
| Personal attributes | | |
| Demonstrate and adhere to 5 Dimensions core values | E | J |
| Adhere to GDPR guidelines and the Trust's internal procedures | E | I |
| Adhere to the Trust's Safeguarding and Prevent policy | E | I |
| Adhere to Health and Safety Policy | E | I |
| Commitment to own professional development | E | I/A |
| Commitment to equality and diversity in the workplace | E | I |

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature