



# Lunchtime Supervisor

*Required ASAP*

# Job Description

**Job Title:** Lunchtime Supervisor

**Responsible to:** Headteacher, Deputy Headteacher

## Main Tasks

The duties of a Supervisory Assistant involve the safe supervision of pupils during the lunch period and would normally include the following: -

- 1.** Supervising washing of hands prior to entering the Dining Hall.
- 2.** Control of the dinner queue.
- 3.** Supervising pupils when eating meals and assisting pupils with opening packets etc.
- 4.** Ensuring crockery, cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points.
- 5.** Dealing with any accidents, spillages [including all body fluids types] ensuring that these do not cause a safety hazard to pupils or other staff.
- 6.** Controlling behaviour of pupils in the playground and indoors when the weather is inclement, as directed by the Midday Superintendent.
- 7.** Keeping pupils out of School buildings when they should be outside.
- 8.** Checking that groups of pupils do not congregate in places that they should not such as toilet block.
- 9.** Reporting serious misdemeanours to the Midday Superintendent, Deputy Head or Assistant Head.
- 10.** Undertaking minor first aid duties.
- 11.** Undertaking any appropriate training appropriate with the post of Lunchtime Supervisor.
- 12.** To Be aware of Health and Safety regulations and Fire Safety procedures attending training as appropriate
- 13.** To uphold the school's behaviour policy, by actively encouraging positive play and good behaviour.
- 14.** Any other related duty, as directed by your Supervisor.