

Job Description: Lunchtime Controller	Grade: Grade 3 – SCP 5
Hours of Work: Part time	Salary: Grade 3, SCP 5
Work Pattern: Term Time Only	Employment Status: Permanent

Job Purpose: To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.

Reporting to: Operations Manager

Main duties will include but not limited to:

- Set up & de rig tables and chairs
- Cleaning surfaces
- Checking lunchtime register
- Checking any dietary requirements of children
- Supporting children to access packed lunches & school dinners
- Ensure water is available where required
- Cleaning and tidying lunch area ensuring children are supported at all times and encouraged to tidy belongings
- Supervision of children indoors & outdoors in the playground
- To ensure high standards of hygiene and health & safety are maintained at all times
- Administering basic first aid
- To work as part of a team with other staff members
- Safeguard and promote the health, safety, and welfare of children in line with the safeguarding and health and safety policies and procedures
- Ensure internal policies and procedures are adhered to
- Promote and follow guidelines implemented for managing behaviour
- To undertake any other reasonable duty as directed

Any other duties that fall within the purview of the post which may be required.

Scope:

Staff Responsibilities: None

Budget Responsibilities: None