



Lunchtime Controller Job Description

- To ensure that you comply at all times with school policies, procedures and standards, including health and safety, hygiene, inclusion, confidentiality
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe school policies and procedures to keep children safe from harm
- To assist children and encourage independence when eating, including:
 - To assist children with the cutting up of meals
- Supervising pupils at mealtimes - encouraging children to eat healthily, helping infants to open packaging or cut up food, and providing some social and educational training, such as good table manners.
- To ensure that good hygiene levels are adhered to at all times, including:
 - To ensure children wash their hands before eating
 - To ensure tables and chairs are wiped down at the end of eating sitting
 - Cleaning up spillages.
 - Overseeing children in the playground or during wet play and monitoring the safety and suitability of activities.
 - Supervising children using toilet if needed. Ensuring hand washing procedures are followed.
- Maintaining order, cautioning children who misbehave and reporting unresolved problems to the duty teacher or head teacher
- Helping to clear away food and put tables away after pupils have left the dining hall
- To develop and maintain good relationships and communication with parents/carers to support meeting the needs of each child
- Ensuring all children have equal access to opportunities to learn and develop
- Supporting the organisation of the availability and use of general and specialist play equipment and other resources, ensuring that they are clean, safe and secure. Adhering to risk assessments as appropriate.
- Ensuring that Health and Safety policies are implemented, including:
 - Making sure children who are ill or injured receive appropriate medical attention and reporting any serious accidents.
 - Minor injuries to be dealt with in situ; more serious injuries to be sent to medical room and dealt with by first aider on duty.
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities and toileting duties
- Activities will occur both inside and outside
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.
- To be familiar with Equal Opportunities good practice and the school's requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace
- Be responsible for ensuring that the school's Safeguarding and Child Protection Policy is adhered to and concerns are raised in accordance with this policy