

Lunchtime Supervisor

Job title:	Lunchtime Supervisor
School:	St John Vianney Catholic Primary School
Line manager:	Headteacher
Hours:	6.25 hours per week

Main purposes of the job

Responsible under the direction of the Headteacher and in close co-ordination with the Catering Supervisor individually or as a member of the team for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the Authority.

Main responsibilities and tasks

- Supervise pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the headteacher.
- Ensure, where appropriate that pupils have washed their hands prior to lunch and assist them to do so where necessary.
- Assist pupils in the collection of food trays and plates and in serving of meals and food where necessary.
- Assist very young or less able pupils in developing their eating skills
- Supervise and assist pupils to return waste food, plates and cutlery to appropriate points.
- Undertake ancillary duties including the wiping of the tables, cleaning of spillages (e.g. food/vomit).
- Act as a carer for sick children until appropriate qualified medical assistance is available. Administer basic first aid.
- Organising activities for pupils where necessary, in particular indoors and inclement weather.
- Following fire and evacuation procedures and checking pupils are safe.
- To assist kitchen staff on general cleaning duties in the dining area and in particular the cleaning of dining furniture.
- Put away tables and chairs

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Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Basic reading and writing skills	X		X		
Professional Experience and Knowledge						
1	Experience of children in some capacity of responsibility – own children or previous school experience.	X		X	X	X
Skills and Abilities						
1	Communicate effectively with others to receive and pass on information and instructions, provide guidance in a firm but pleasant manner.	X		X	X	X
2	Basic reading and writing skills (to maintain records of accidents and first aid).	X		X		X
3	Administer basic first aid.	X			X	
4	Follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way.	X		X	X	
5	Adhere to guidelines set by the Headteacher for lunchtime supervision.	X		X	X	
6	Assist pupils with developing eating skills	X		X	X	
7	Willing to clean up food or vomit or other materials/carrying food trays.	X		X	X	

Signatures – line manager and job holder

Signature of Manager:

Date:

Signature of post holder:

Date: