



St Michael's

C.E. Primary School

Job description – lunchtime supervisor

Post Title: Lunchtime Supervisor

Responsible to: Senior Lunchtime Supervisor

BROAD DESCRIPTION:

To supervise pupils during the lunchtime period, ensuring their **safety, wellbeing, and positive behaviour** at all times. The postholder will work under the general direction of the Senior Lunchtime Supervisor or Headteacher and play an important role in maintaining a calm, inclusive, and safe lunchtime environment.

Responsibility for Pupils:

This role has a direct impact on the **physical, emotional, and social wellbeing** of individual pupils and groups of pupils, including responsibility for safeguarding and promoting positive behaviour during lunchtime.

Responsibility for staff:

There is no direct responsibility for supervising staff; however, the postholder may be required to **support, guide, or model good practice** for new staff, trainees, or work-experience students.

Responsibility for physical resources:

The postholder is expected to take reasonable care of school equipment and resources used during lunchtime, including dining hall and playground equipment.

Key Duties and Responsibilities:

- Supervise pupils during lunchtime, both indoors and outdoors, ensuring safety and positive conduct
- Support pupils with toileting and washroom routines where required
- Escort pupils to and from the dining hall in an orderly and calm manner
- Supervise the collection of meals and support pupils with the safe use of cutlery
- Assist pupils when clearing plates, trays, cutlery, and packed lunch equipment

- Supervise pupils eating packed lunches and ensure areas are left tidy
- Encourage inclusive play and positive social interactions during lunchtime activities
- Ensure pupils return to classrooms safely and calmly at the end of the lunch period
- Respond appropriately to minor accidents or illness and follow school procedures
- Report accidents, incidents, or illness promptly to the Senior Leadership Team or Headteacher
- Monitor pupil behaviour and intervene appropriately in line with the school's behaviour policy
- Report any concerns, incidents, or breaches of school rules to senior staff
- Maintain a vigilant approach to safeguarding and report any concerns immediately in line with school safeguarding procedures

Qualifications, Training and Skills

Essential:

- Basic literacy skills to understand school policies and complete records such as accident logs
- Ability to follow and work within school policies, including:
 - Behaviour policy
 - Safeguarding and child protection procedures
 - Health and safety requirements
 - Confidentiality expectations
- Ability to communicate calmly and clearly with children and adults
- A caring, patient, and responsible approach

Desirable:

- Experience of working with children in a school or childcare setting
- Awareness of cultural diversity and an inclusive approach to pupils' needs
- First aid training (or willingness to undertake training).

Person Specification

We are looking for someone who:

Essential Requirements

- Has a caring, calm, and patient approach towards children
- Is able to supervise pupils positively during busy and active periods
- Can communicate clearly and appropriately with children and adults
- Is reliable, punctual, and able to work as part of a team
- Has basic literacy skills to understand policies and complete simple records (e.g. accident logs)
- Is able to follow school policies, including behaviour, safeguarding, health and safety, and confidentiality
- Demonstrates a commitment to safeguarding and promoting the welfare of children

Desirable

- Previous experience working with children in a school or childcare setting
- Experience supporting children with additional or special educational needs
- First aid training (or willingness to undertake this)
- An understanding of equality, diversity, and inclusion in a school setting

Safeguarding

The school is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake safeguarding training and will be subject to appropriate pre-employment checks, including an enhanced DBS check.