

# Role Profile: Lunchtime Supervisor

## Job Description

|                                   |   |
|-----------------------------------|---|
| <b>Job Title:</b>                 | <b>Lunchtime Supervisor</b>   |
| <b>Location and Team</b>          | Lancaster Girl's Grammar School, Regent Street, Lancaster, LA1 1SF  |
| <b>Terms</b>                      | Permanent.<br>1 hour & 10 minutes per day x 5 days = 5.83 hours per week.<br>Working 38 weeks per year (term time only).<br>The permanent post attracts 6.09 weeks paid annual leave (included in your annual pay calculation), rising to 7.30 weeks after 5 years' service.  |
| <b>Salary Range</b>               | Grade 4, NJC Scale Point 6.<br>Currently £25,989 per year for full time employees (pay award pending).<br>Your actual salary will be pro-rated to reflect your actual working hours/ weeks using the formula: <i>full year salary / full time hours per week X contract hours per week / full time weeks per year x contract paid weeks per year = pro-rated annual pay / 12 months = monthly pay.</i><br>For example: £25989 / 37 x 5.83 hours / 52.143 x 44.09 weeks = £3463 per year / 12 months = £289 per month. |
| <b>Responsible To</b>             | Assistant Headteacher   |
| <b>Staff Responsibility</b>       | None  |
| <b>Essential car user</b>         | No  |
| <b>Job Purpose/ Scope of Work</b> | To work as part of a team, ensuring the supervision, safety and welfare of students during the midday break.  |

### Key Responsibilities:

- To supervise students during the midday break
- To help to ensure the health, safety, welfare, good conduct and safeguarding of pupils during the midday break
- To report accidents and request first aid assistance in line with school policy
- To adhere to school policies and procedures relevant to the role (fire evacuation, accident reporting, no smoking, etc)
- To liaise with colleagues on how to meet any individual pupil needs (e.g. SEN).
- To report to the senior staff member on duty, or to the Deputy Headteacher, any incidents:
  - where students have acted in a manner dangerous to themselves or others
  - where students have acted in an inconsiderate or discourteous manner
  - where students have disobeyed school rules
- To supervise students in the dinner queue, ensuring that students line up in an orderly fashion
- To supervise students in the dining room and / or the atrium
- To ensure that any spillages are cleaned up promptly
- To supervise the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates
- To ensure waste food and litter is placed in the bins provided
- To supervise students in classrooms, corridors and grounds as appropriate
- To ensure that students do not access areas which are out of bounds during lunch time

- Other duties as may reasonably be allocated by the Headteacher

In addition, other duties of a similar nature and at no higher a responsibility level may be interchanged with/ added to this list at any time.

Prepared by (name, role, date): C Gillies 20/02/2024

The above Job Description sets out the area of work in which duties will generally be focused, and gives an **example** of the type of duties that the postholder could be asked to carry out.

Please note that this is for **guidance** only. Postholders are expected to be flexible and to operate in different areas of work/ carry out different duties as required.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### **Student Focus**

We put our students' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Person Specification

|   |  |   |
|---|--|---|
| <b>Job Title:</b> Lunchtime Supervisor  | <b>Grade:</b> 4                                    |   |
| <b>Requirements</b><br>(based on the job description)                               | <b>Essential (E)</b><br>or<br><b>desirable (D)</b> | <b>To be identified by:</b><br>application form (AF),<br>interview (I),<br>references (R), or<br>other (give details) |
| <b>Qualifications</b>   |  |   |
| First Aid   | D  | AF/ Certificates  |
| <b>Experience</b>   |  |   |
| Working with children or young people.  | D  | AF/ I/ R  |
| Working in an educational environment.  | D  | AF/ I/ R  |
| Working in a customer service or people-facing role.                                | D  | AF/ I/ R  |
| <b>Knowledge, skills and abilities</b>  |  |   |
| Team working and co-operation.  | E  | AF/ I   |
| Flexible, 'can do', attitude to work.   | E  | AF/ I   |
| Commitment to supporting young peoples' personal development.                       | E  | AF/ I   |
| Commitment to high standards of professional conduct.                               | E  | AF/ I   |
| Understanding of safeguarding best practice and how it applies to this role.        | D  | AF/ I   |
| Able to communicate in spoken and written English.                                  | E  | AF/ I   |
| Good timekeeping and attendance.  | E  | AF/ I   |
| <b>Other (including special requirements)</b>                                       |  |   |
| Satisfactory DBS clearance  | E  | To be requested from successful candidate.  |
| Commitment to safeguarding and protecting the welfare of children and young people  | E  | AF/ I   |
| Commitment to equality and diversity  | E  | AF/ I   |
| Commitment to health and safety   | E  | AF/ I   |
| Commitment to attendance at work  | E  | AF/ I   |
| Commitment to undertake relevant professional development and safeguarding training | E  | AF/ I   |

## Pre-Employment Risk Identification Form (R.I.F.)

This form is provided to potential applicants so that you are aware of the potential risks associated with this role; this form does not override the employer's requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999.

|            |                      |
|------------|----------------------|
| Post title | Lunchtime Supervisor |
|------------|----------------------|

**A. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)**

Please note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

|    |  | Yes | No |
|----|--|-----|----|
| 1  | Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).   |     | X  |
| 2  | Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).   |     | X  |
| 3  | Work in unusual environmental conditions ( <i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).   |     | X  |
| 4  | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).  |     | X  |
| 5  | Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.  |     | X  |
| 6  | Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ). |     | X  |
| 7  | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.   |     | X  |
| 8  | Work with lead or lead-based products ( <i>e.g. some paints</i> ).   |     | X  |
| 9  | Food handling/preparation (of raw or uncooked food only).  |     | X  |
| 10 | Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).  |     | X  |

**B. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)**

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

|    |   | Yes | No |
|----|---|-----|----|
| 11 | Face to face contact with the public/service users ( <i>e.g. at sensitive front line posts re abuse, aggression, assault</i> ).   | X   |    |
| 12 | Working in isolation/lone working.  |     | X  |
| 13 | Work with electrical wiring ( <i>e.g. colour blindness</i> ).   |     | X  |
| 14 | Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: ( <i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i> ). |     | X  |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock ( <i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i> ).                                      |     | X  |
| 16 | Manual handling ( <i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i> ).   |     | X  |
| 17 | Working with vulnerable service users ( <i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i> ).  | X   |    |
| 18 | Work involving repetitive movements or forced posture ( <i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i> ).               |     | X  |
| 19 | Work as a regular display screen user ( <i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i> ).  |     | X  |

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above: none.