



Job title:	Lunchtime Supervisor
Hours of work:	See advert for details
Salary:	Grade 2

Main Tasks:

The duties of a Supervisory Assistant involve the safe supervision of pupils during the lunch period and would normally include the following: -

- Supervising washing of hands prior to entering the Dining Hall.
- Control of the dinner queue.
- Collection of meal tokens where appropriate.
- Supervising pupils eating meals and assisting with Family Service where this is in operation.
- Ensuring crockery, cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points.
- Dealing with accidents, spillages [including body fluids] in the playground or dining hall, ensuring that these do not cause a safety hazard to pupils or other staff.
- Controlling behaviour of pupils in the playground or indoors when the weather is inclement, as directed by the Mid Day Superintendent.
- Keeping pupils out of School buildings when they should be outside
- Checking that groups of pupils do not congregate in places that they should not e.g.: toilet block
- Reporting serious misdemeanours to the Mid Day Superintendent.
- Undertaking minor first aid duties.
- Undertaking any appropriate training commensurate with the post of supervisory assistant.
- Any other related duty, as directed by your Supervisor.

Person Specification

Experience

- Working with / supervising pupils indoors and outdoors
- Communicating with pupils with varying levels of understanding

Qualifications/Training

- Willing to undergo appropriate training
- A basic knowledge of first aid is desirable or willingness to attend appropriate training

Practical skills

- Good organisational skills
- Good communication skills
- Be aware of and apply the School's Health and Safety practices and procedures
- Able to act positively in the event of accident / spillage

Personal qualities and attributes

- Ability to work as part of a team
- Flexibility and willing to carry out duties inside or outside the school building.
- Ability to communicate effectively with other staff and pupils in school
- A positive attitude

Additional Information:

Hales Valley Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>