



Job Description for Lunchtime Supervisor

Description of Post

To ensure the safety, welfare and good behaviour of children during the midday lunch break.

The post holder will work closely as part of a team, under the guidance of the Senior Lunchtime Supervisor and the Headteacher.

Duties and responsibilities

1. To supervise children as they move between classroom, dining hall, playground and toilets.
2. To supervise children in the dining room while they are eating.
3. To ensure standards of behaviour are maintained in the dining room, playground and on the field.
4. To assist in dealing with problems arising from inappropriate behaviour, and to respond to them in the ways outlined in the school's behaviour policy.
5. To report any problems arising from inappropriate behaviour to the Senior Lunchtime Supervisor.
6. To assist with all allocated ancillary duties including wiping tables and cleaning up spillages.
7. To ensure that school security regulations and issues of confidentiality are respected.
8. To help to care for the children, including welfare support and hygiene issues.
9. To be aware that some children have special needs and may need extra care and attention.

Conditions

All duties must be carried out to comply with:

- a) The Health and Safety at work (NI) 1978
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Codes of Practice

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

The post holder must at all times take a pride in the school, site and their own general appearance. To perform tasks requested by the Head Teacher or Senior Lunchtime Supervisor within the expertise of the post holder. The post holder must comply with the Governors Equal Opportunities Policy and Health and Safety Policy. The School has a No Smoking Policy, which means that smoking is not allowed in the workplace