



Gateway
Central Services

Job Summary and Person Specification

Job Title: Lunchtime Supervisor
Rate: £12.75 per hour

Job Purpose

We are looking for a friendly, reliable and proactive Lunchtime Supervisor to help ensure that pupils have a safe, positive and enjoyable lunchtime experience.

This is a varied role that involves supervising pupils during lunchtime, supporting the smooth running of the canteen during busy periods, and helping to maintain clean, safe and welcoming spaces across the school. The successful candidate will work as part of a supportive wider team, with guidance and support available from pastoral staff and Senior Leadership Team members.

Duties & Responsibilities

- Supervising pupils during the lunchtime period in dining areas, playgrounds and other designated spaces.
- Encouraging positive behaviour, good manners and respectful interactions between pupils.
- Supporting pupils who may need help, reassurance or guidance during lunchtime.
- Working closely with pastoral teams and SLT to ensure any concerns are dealt with quickly and appropriately.
- Assisting with canteen tills during the busiest part of lunch service, helping pupils move through the canteen efficiently.
- Helping to keep supervised areas clean, tidy and safe.
- Carrying out light cleaning duties where needed, such as wiping tables, clearing spillages and supporting general tidiness. Litter picking in designated areas to help maintain a pleasant school environment.
- Reporting any behaviour, safeguarding, health and safety, or welfare concerns to the appropriate member of staff.
- Promoting a calm, safe and inclusive lunchtime environment for all pupils.

General

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to and promote the overall ethos/work/aims of the school
- Ensure that all information of a confidential nature gained in the course of duty is not divulged
- Ensure the security of the school and those within it is always maintained
- Adhere to all Cams Hill School and The Gateway Trust policies and procedures within the defined timescales
- Understand and support the implementation of Cams Hill School's Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school

The job description will be reviewed when appropriate and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Cams Hill School in relation to the postholder's professional responsibilities and duties.

This role offers the opportunity to be part of a supportive school team and make a positive difference to pupils' daily school experience. Although the role is only 2 hours per day, it is varied and active, with different responsibilities across supervision, pupil support, canteen assistance and maintaining safe, tidy spaces.

Full guidance will be provided, and the post holder will be well supported by pastoral teams, duty staff and members of SLT throughout the lunchtime period.

Person Specification

Essential Qualifications	Not Applicable
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Friendly, approachable and confident when working with young people. • Calm, patient and able to manage situations in a fair and consistent way. • A good communicator who can work well with pupils and staff. • Reliable, punctual and willing to support wherever needed during the lunchtime period. • Able to follow school policies and procedures, particularly around safeguarding and behaviour. • Comfortable working as part of a team, with support from pastoral staff and SLT. • Flexible and positive, with a willingness to take on a range of lunchtime duties

Additional Information

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.