

POLEHAMPTON C OF E INFANT SCHOOL

JOB DESCRIPTION

Job Title: Lunchtime Controller

Responsible to: Headteacher / Midday Supervisor

Job Purpose: To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.

Main Responsibilities:

The key tasks of the Lunchtime controller are to supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.

1. Assist with putting out tables and chairs for lunch.
2. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.
3. To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
4. Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
5. Administer First Aid as required
6. Ensure that all accidents are recorded in the accident book and reported to your line manager in order that any appropriate action may be taken.
7. Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to your line manager.
8. Observe Health and Safety regulations relating to the school at all times.
9. Retain the confidentiality on all aspects of school life
10. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.