

# Lunchtime Supervisor Job Description



**Post title:** Lunchtime Supervisor  
**Pay range:** Level 1D, points 1-3  
**Line manager:** Office Manager and the Local Governing Board

## Main purpose of the job

To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

## Duties and responsibilities

- Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
- Supervision of hand washing as required.
- Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
- Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
- Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play/games as appropriate inside school on wet days.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

This job description is not your contract of employment, nor forms any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

**Signature of Post holder** \_\_\_\_\_ **Date**    /    /

**Signature of Head teacher** \_\_\_\_\_ **Date**    /    /