



Bluebell Way, Carterton, Oxon, OX18 1JF

Tel: 01993 843124

Email: office.2613@st-john.oxon.sch.uk

Website: www.st-john.oxon.sch.uk

Headteacher: Mr Mark Smith

Chair of Governors: rev Bill Blakey

Job Description: Lunchtime Supervisory Assistant

Conditions of Service: Monday to Friday 11.45 to 1.15pm

Rate of pay: (Grade 1, Scale point 1) pro rata

Job purpose: To ensure the supervision, safety, and welfare of pupils during the mid-day break, in the dining area and outside in the playground.

Principal Responsibilities:

1. To be on duty in the area allocated and the time allocated.
2. To supervise pupils to ensure good behaviour in and around the hall, in the corridor to outside and on the playground
3. To report to the School Business Manager any health and safety hazards.
4. To adhere to all school policies and procedures that affect you and your duties (e.g. fire, accident reporting, no smoking etc.)
5. To attend to sick children, including the cleaning of spillages and sickness.
6. To report any accidents and request assistance from the First Aider present in the hall or outside as required.
7. To refer any queries by parents about pupils to the School Business Manager.
8. To report to the Senior Lunchtime Supervisor on duty any incidents: -
 - Where pupils have acted in a manner deemed to be a danger to themselves and others;
 - Where pupils have acted in an inconsiderate or discourteous manner;
 - Where pupils have disobeyed the rules.
9. To supervise in the dinner hall and ensure pupils line up in an orderly fashion.
10. To supervise pupils in the dining area, encourage good social eating habits.
11. To supervise in the playground, encourage children to play well together.
12. Attend to any spillages on floors and table tops and ensure hall floor is swept and left clean and safe (no sticky spillages).
13. Assist with the clearing/wiping of tables and orderly stacking and clearing of dirty plates.
14. Supervise and assist pupils with packed lunches and ensure clearance of waste.
15. Ensure the removal of food and litter in the dining hall by pupils to maintain a satisfactory standard.
16. To set up the hall for school meals and sandwich lunches – getting out tables and benches with meal staff.
17. To stack tables and benches away with lunchtime staff and school meals.
18. To help children look after and put away play equipment when outside.
19. Other duties as may reasonably be allocated by the Senior Lunchtime supervisor or School Business Manager.



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20. Awareness of, and adherence to, current health and safety legislation and approved codes of practice as advised in the schools Health and Safety policy.
21. Awareness of, and adherence to Safeguarding procedures and policy.
22. To be present at training sessions essential to the role of Lunchtime Supervisor (e.g. First Aid, Health and Safety and Safeguarding)

Responsible to the Senior Lunchtime Assistant and School Business Manager