



**JOHN RANKIN
SCHOOLS**

JOB DESCRIPTION

Lunchtime Controller

Grade

Grade 3, SCP 5 - 6

Purpose

Under the direction of the Senior Lunchtime Controller, the postholder will assist with the supervision, welfare and safe conduct of students during the lunch period, including within the dining hall and other areas of the school.

Staff Responsibilities

No line management responsibility. Staff group: none.

Deployment

Deployment is fixed-site at the school named in the advert, with occasional cross-Trust support where reasonably required.

Financial Accountability

No budgetary responsibility.

Key accountabilities

Support the safe and effective supervision of students during snack breaks and lunch periods, including in the dining hall and other areas of the school; promote appropriate student behaviour in line with the school's discipline and behaviour policy; be proactive and vigilant in identifying situations that may give cause for concern; ensure accidents are recorded and reported so that appropriate action can be taken; comply with health and safety, first aid, safeguarding procedures and risk assessments; maintain confidentiality in all aspects of school life.



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Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will also maintain positive relationships with school staff and external agencies as required.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Assist with the supervision of students on snack breaks and during the lunch period, ensuring their welfare while they are in the dining hall and other areas of the school to support a safe and positive lunchtime environment for **students**.
- Ensure that all students are engaged in suitable activities during the lunch period.
- Be proactive and vigilant regarding any situation which may be a cause for concern.

Assessment

- Ensure that all accidents are recorded in the accident book and reported to the line manager so that appropriate action may be taken.

Behaviour Management and Student Wellbeing

- Assist with the monitoring of student behaviour in conjunction with the school's discipline and behaviour policy.
- Promote the welfare, safety and wellbeing of students during snack breaks and the lunch period.
- Observe health and safety regulations relating to the school at all times, including first aid.



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- Comply fully with all relevant health and safety regulations, safeguarding procedures and risk assessments.

Pastoral and Inclusion

- Support students during the lunch period by maintaining a calm, safe and inclusive environment.
- Retain confidentiality on all aspects of school life.

Trust Culture

- Act in accordance with school and Trust expectations while supporting the safe and orderly operation of the lunch period.
- Maintain positive and professional conduct when working with students, colleagues and other stakeholders.

Other

- Undertake any other duties that reasonably fall within the purview of the post and which may be allocated after consultation with the postholder.

Other requirements and responsibilities

Enhanced DBS clearance is required.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.