

Lunchtime Supervisor - Job Description

Waterside Primary Academy

Happy Children Learn

A Member of Kings Education Trust

Shaping Futures Together

Title: Lunchtime Supervisor

Responsible to: Headteacher/Deputy Headteacher/ Class Teacher

Responsibilities:

Lunchtime Supervisors will be accountable for the supervision of pupils on the school site during lunch break. Report to the School Office, sign in and collect key.

The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal.

A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned.

The Midday supervisor must act as a responsible caring adult with the health, safety and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

To assist with the service of a hot meal lunch service. Ensuring a professional catering operation and that all students and staff and visitors to the school have a good school food experience.

Duties in the Dining Room

Arrange tables and seating prior to lunch service and put away after service

Set up mobile service equipment prior to service

Check tables are clean and put out jugs of fresh drinking water and drinking vessels on each table

Accepting delivery of the Hot meals. Checking temperatures are within the required standards and update records

Supervise and assist students with lunch food service

Ensure the proper administration of free school meals for those children entitled to them.

Washing up of crockery, cutlery and cleaning of the service and dining areas and transportation equipment

Direct supervision of the students assisting with counter service and dining room duties

Put away mobile service equipment at the end of service

To carry out the duties of the post in accordance with the Schools diversity policy

To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.

Encourage pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Be aware of pupils on special or restricted diets for medical reasons from information provided at the school.

Assist pupils with cutting up food, pouring liquids etc. Encourage social skills and good table manners, ensuring safety with knives and forks.

Ensuring pupils tidy/clear up in a satisfactory manner.

Deal with spillages and see that they are removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.

Supervise return of used crockery and cutlery by the children.

Deal with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance. Separate problem pupils where necessary.

Report incidents to Deputy Head Teacher/Class Teacher according to severity of incident.

Ensure that any pupil who suffers accident or injury is dealt with appropriately in accordance with the school's agreed procedures.

Being aware of cultural differences between pupils.

Conditions of Employment:

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment.

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the School reserves the right to amend or add to the duties listed.

Signed:

Date: