

Job Description

Job Title:	Lunchtime Supervisor
Salary/Grade:	Grade 2, Scalepoint 3
Academy Name:	Featherstone Primary Academy
Location/Address:	The Avenue, Featherstone, Wolverhampton, WV10 7AS

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references, which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the post:

As part of a team assisting the Senior Lunchtime Supervisor/Headteacher in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site

Relationships: Responsible to: Headteacher

The role:

As a lunchtime supervisor, you will ensure the safety, welfare, and good conduct of pupils during the lunchtime period, both in the dining hall and in the playground or other areas of the school.

Key Responsibilities:

Supervision:

- Monitor pupils in the dining hall, playground, and other school areas during lunch.
- Ensure orderly queuing and polite behaviour during meals.
- Prevent pupils from entering out-of-bounds areas or leaving the premises.

Support:

- Assist younger children with eating (e.g., opening containers, cutting food).
- Help with clothing changes if necessary (e.g., coats, shoes).
- Encourage healthy eating and good table manners.

Safety & Cleanliness:

- Clean up spillages and minor accidents.
- Clear and wipe tables, stack chairs, and sweep floors after lunch.
- Administer basic first aid and report serious incidents to appropriate staff.

Behaviour Management:

- Promote positive behaviour and report any issues to teaching staff.
- Encourage inclusive and safe play during outdoor time.
- Use school systems to report both good and inappropriate behaviour.

Child Protection:

- Be aware of safeguarding responsibilities and report concerns to senior staff.

Skills and Personal Qualities:

- Enjoyment of working with children
- Patience and calmness under pressure
- Good communication and interpersonal skills
- Ability to work as part of a team
- Confidence in managing groups of children
- Awareness of health and safety and safeguarding practices

Experience and Requirements:

- Experience working with children (e.g., in schools, nurseries, or youth groups) is beneficial.
- A Disclosure and Barring Service (DBS) check is required.
- On-the-job training is provided.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:	Kate Steatham	Date of issue:	16/09/2025
Signature of Postholder		Date of signature:	