

JOB DESCRIPTION

Job Title:	Children's Lunchtime Supervisor
Directorate/School:	Malvern CE Primary School
Grade:	Support Staff Scale 1
Salary:	£3952.93 actual per annum, subject to NJC uplift
Reporting To:	Headteacher / Lead Children's Supervisor
Responsible For:	Pupils under their care

Main Purposes of Role:

To ensure, individually or as part of a team, the welfare and safety of all children within school grounds or buildings during lunch times.

Key Accountabilities:

- To supervise children on school premises and grounds.
- To supervise children who use catering facilities at the school.
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Headteacher/ Lead Children's Supervisor.
- To ensure a safe environment
- To report any minor injuries to children to the designated person (i.e. cuts, bruises).
- To help children partake of food when necessary.
- To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area).
- To watch for intruders on the site during periods of duty.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

General Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in DOWMAT's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the school and the Academy Trust, as well as maintaining constructive relationships.

Internal: Pupils, staff

External: Parents

Notes:

- This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.
- The school reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.
- The English fluency duty applies to this post. Person specifications should include that the postholder must have the ability to support pupils and staff through fluent and accurately spoken English