



Job Description

Department:	Children's Services	School:	Brierley Hill Primary
Job Title:	Lunchtime Supervisor	Reports to:	Lunchtime Superintendent
Post:	DudED00003447	Grade:	Grade 2 Scalepoints 1-2

Main Tasks:

The duties of a Lunchtime Supervisor involve the safe supervision of pupils during the lunch period and would normally include the following: -

1. Supervising washing of hands prior to entering the Dining Hall.
2. Control of the dinner queue.
3. Supervising pupils when eating meals and assisting pupils with opening packets etc.
4. Ensuring crockery, cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points.
5. Dealing with any accidents, spillages [including all body fluids types] ensuring that these do not cause a safety hazard to pupils or other staff.
6. Controlling behaviour of pupils in the playground and indoors when the weather is inclement, as directed by the Lunchtime Superintendent.
7. Keeping pupils out of School buildings when they should be outside.
8. Checking that groups of pupils do not congregate in places that they should not e.g.: toilet block.
9. Reporting serious misdemeanours to the Lunchtime Superintendent.
10. Possibly undertaking minor first aid duties.
11. Undertaking any appropriate training commensurate with the post of Lunchtime Supervisor.
12. Any other related duty, as directed by school staff.



Person Specification

- A Knowledge of Equality & Diversity issues.
- Able to work constructively as part of a team
- Ability to relate well to children and adults.
- To comply with the Schools commitment to the protection and safeguarding of children.