

# JOB DESCRIPTION

**DATE:** January 2012

**POST TITLE:** Lunch Time Supervisors – Primary/ Secondary

**POST NO:** SS24

**SALARY RANGE:**

**RESPONSIBLE TO:** Campus Business Manager

## **JOB PURPOSE**

To ensure adequate supervision of pupils during the lunch break with particular emphasis on the points listed below.

## **MAIN TASKS:**

- Assistance with children in preparing for lunch
- Assistance in supervising entry and dismissal from the dining room
- Assistance in supervision of the dining room involving:
  - Encouragement of good behaviour
  - Correct use of cutlery and assistance where necessary
  - Encouragement of good food habits and avoidance of waste
  - Dealing with spillages or accidents requiring immediate attention
- Assistance to senior supervisor and teaching staff in post dining supervision in school and the playground
- Assistance in supervising entry and dismissal from the dining room
- First Aid trained and a nominated first aider.
- Committed to undertaking training as required.

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

# Person Specification

## Lunchtime Supervisor

	<b>Qualifications and Experience</b>	<b>Method of assessment</b>
<b>Essential</b>	Experience of working with children and young people.	Application form / Interview
	Experience of supporting pupils and teaching staff alike.	Application form / Interview
	Working with pupils to engender high expectations	Application form / Interview
<b>Desirable</b>	Experience of Lunchtime supervisor role in a school setting	Application form / Interview
	First Aid Training	Application form / Interview
	Experience of working within the guidelines of a schools behaviour management policy	Application form / Interview

	<b>Knowledge and Skills</b>	<b>Method of assessment</b>
<b>Essential</b>	Able to communicate effectively with pupils and staff	Application form/ Interview
	To set a positive example to children and young people.	Application form / Interview
<b>Desirable</b>	Knowledge of Child Protection guidelines	Application form / Interview

	<b>Personal Attributes</b>	<b>Method of assessment</b>
<b>Essential</b>	Good Communication skills	Application form / Interview
	The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others.	Interview
	The experience and ability to deal positively with staff and pupils	Application form / Interview
	Effective time management skills	Interview
	The ability to be flexible and positive, dedicated and trustworthy	Interview
	To be loyal and committed to the school.	Interview
<b>Desirable</b>		