

**HYTHE BAY CHURCH OF ENGLAND PRIMARY SCHOOL
& CHILDREN'S CENTRE**



HYTHE BAY
Church of England
Primary School and
Children's Centre

JOB DESCRIPTION

Post **Lunchtime Supervisor (also known as Midday Supervisor)**

Date

Name

<p>Summary of Job: Supervise the pupils during the lunch time period to minimise any disruption, ensure their wellbeing and maintain their safety. The postholder will be responsible for working as part of a team to maintain pupil safety and enjoyment of the lunch break at school.</p>
<p>Outline of Main Duties:</p>
<p>1. Put out tables (where applicable), and set with cutlery and beakers in time for the lunch time period to ensure there are sufficient settings for the number of pupils eating that day.</p>
<p>2. Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.</p>
<p>3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils which will include checking that pupils have or are provided with a drink and that sufficient amounts of their meal has been eaten.</p>
<p>4. Assist the pupils, as necessary, during the meal break to ensure their wellbeing which includes helping with spillages, cutting up food, caring for pupils' personal needs and helping children to manipulate knife and fork; encouraging good manners at the table.</p>
<p>5. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.</p>
<p>6. Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.</p>
<p>7. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at lunch times, to ensure safety and appropriate behaviour is observed, as applicable.</p>
<p>8. Operate, where applicable, a first aid service, during the lunch time to deal with any accidents that occur safely and quickly. In addition, to clear up any bodily fluids as appropriate.</p>
<p>9. Supervising and enriching playtime both in clement and inclement weather whilst maintaining the school rules</p>
<p>10. To adhere to all school policies and procedures in relation to the care and welfare of all pupils with particular reference to Behaviour, Child Protection and Health & Safety.</p>
<p>11. To be adaptable when the school's events require adaptations of times / numbers etc</p>

Signed:
Job Holder

Date:

Signed:
Headteacher

Date: