

## Job Description

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**Job title:** Lunchtime Supervisor  
**Reports to:** Senior Lunchtime Supervisor  
**Location:** Hartley Primary Academy

### Key responsibilities and duties

- Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
- 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.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. This may include checking that pupils have or are provided with a drink and that a sufficient amount of their meal has been eaten.
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing, providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs.
- 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.
- 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.
- Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

### Person Specification

#### *Essential*

- Experience with children, either through working with children or through family circumstances.
- A sense of fun and of humour
- Adaptability – coping with changing circumstances with little notice
- To be able to work as part of a team, cooperating with and supporting other members of the team
- A real desire to help children in their emotional and social development

#### *Desirable*

- Knowledge of outdoor team games
- Some experience of mediation with young people
- Previous employment or experience of working with groups of young people beyond the family

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

#### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.