

WESTMEADS COMMUNITY INFANT SCHOOL

JOB DESCRIPTION

POSITION: LUNCH TIME SUPERVISOR

Name:

Responsible to: Headteacher

Purpose of Position: To supervise the pupils during the lunch break; ensuring their safety and welfare; ensuring good standards of behaviour are observed and that meals take place in an orderly manner; to support the Catering Manager.

Outline of Duties:

- ❖ Supervision of children during lunchtime to ensure that the meal takes place in an orderly manner and good table manners are observed.
- ❖ Assisting children with eating, use of cutlery, opening packets and peeling fruit etc. but also encouraging independence.
- ❖ Assisting children in tidying up at the end of the meal.
- ❖ Supervision of the children from the dining area to cloakroom.
- ❖ Supervising the use of the toilets and keeping good order.
- ❖ Assisting and supervising children during their playtime, whether inside or out.
- ❖ Ensuring play is undertaken sensibly and safely at all times.
- ❖ If first aid trained, record any injuries appropriately, treating minor incidents and referring any serious injuries to an additional school First Aider.
- ❖ Ensuring that a child is clean and comfortable if they have been sick or have soiled themselves.
- ❖ Informing the Class Teacher if a child feels unwell or has been sick etc. so that the child's parent/carer can be contacted and the child sent home, if appropriate.
- ❖ Reporting any damaged playground equipment to line manager.
- ❖ Removing any items of rubbish which could be a hazard to the children.
- ❖ Keeping the playground equipment and storage cupboard tidy.

- ❖ Ensure the children move around the school in an orderly manner and follow the school rules.
- ❖ Any other duties as requested by the Head teacher or her deputy during the lunch time period.

All mid-day supervisors are required to arrive at least 5 minutes before the start of lunch time and leave when children have been settled into their classrooms and a member of teaching staff has arrived in the room.

Contracted hours ½ hours per day

Monday to Friday General Supervision as Lunchtime Supervisor

All holidays or appointments should be taken outside of the above working hours during term time. If time off is required this must be approved by the Headteacher/Governors and monies will be deducted from your monthly salary for the leave taken. The school office must be informed as soon as possible if you are unable to work due to sickness so cover can be found if required.