



MDSA Job Description

JOB TITLE:	LUNCHTIME SUPERVISOR (HALL)	
DEPARTMENT:	EDUCATION	GRADE: 16
SCHOOL	OAKLANDS PRIMARY SCHOOL	
RESPONSIBLE TO:	CATERING MANAGER	

JOB PURPOSE

To ensure the supervision, safety and welfare of pupils during the mid-day break; whether that be in the dining hall, in classrooms, the playground and or circulation areas

PRINCIPAL RESPONSIBILITIES

- To set up the hall and dining tables
- Supervise and assist pupils with meals/packed lunches and ensure clearance of spillages and waste on table tops and floors
- To replace cutlery and drinking water throughout the session
- To tidy up and pack away the dining tables at the end of lunchtime and ensure the hall is clean and ready for afternoon use
- To supervise pupils to ensure good behaviour in and around school
- To report to the school office or site manager any health or safety hazards
- To adhere to all school policies, risk assessments and procedures that affect you and your duties
- To report any accidents and request assistance from the school's first aider as required
- To report to the deputy headteacher or teacher on duty any incidents of unacceptable behaviour
- Other duties as may reasonably be allocated by the Headteacher or Business Manager
- Assist kitchen staff at the end of service where time permits

Lunchtime supervisors may also be required to carry out additional duties at the discretion of the Headteacher/Business Manager

PERSON SPECIFICATION

Previous experience in a similar role would be an advantage

Good communication skills and a pleasant nature

Smart appearance

Patience, initiative and the ability to operate within a team environment

Name of employee:

Employee signature:

Date:

Headteachers signature: