



## LUNCHTIME SUPERVISOR JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>LUNCHTIME SUPERVISOR</b>	
<b>DEPARTMENT:</b>	<b>EDUCATION</b>	<b>GRADE: 16</b>
<b>SCHOOL</b>	<b>OAKLANDS PRIMARY SCHOOL</b>	
<b>RESPONSIBLE TO:</b>	<b>BUSINESS MANAGER</b>	

### **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 be on duty in the area allocated and the time allocated
- 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
- To supervise pupils and ensure pupils line up in an orderly fashion
- Attend to any spillages on floors and table tops utilising equipment provided by the school  
Supervise and assist pupils with meals/packed lunches and ensure clearance of waste
- To supervise pupils in allocated areas during inclement weather
- Other duties as may reasonably be allocated by the deputy Headteacher or Headteacher

**Lunchtime supervisors may also be required to carry out additional duties at the discretion of the headteacher**

### **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:**