

Headteacher: Mr D. Crunkhurn



Westbury-on-Severn
CE Primary School

School Midday Lunch Supervisor)

JOB DESCRIPTION

REPORTS TO: HEADTEACHER/OTHER DESIGNATED POSTHOLDER

ACCOUNTABLE TO: HEADTEACHER

GRADE OF POST: C (Pt 7-11)

PURPOSE OF THE JOB: To ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes, during the midday break period.

MAIN RESPONSIBILITIES AND TASKS:

The normal duties of the post-holder will usually include the following:

1. To control the behaviour and conduct of pupils whilst they collect their lunch boxes and walk back to their classes, including the return of their lunch-boxes.
2. To ensure pupils follow rules of hygiene carefully i.e. washing hands before eating.
3. To supervise the eating of lunch, maintain discipline, and encourage pupils to eat their meal.
4. In the event of any spillage, to take necessary action immediately to avoid possible accidents.
5. To supervise the play period of pupils after the lunch period.
6. To ensure that where more than one sitting is required involving pupils coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised.
7. To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others. To follow school policies regarding children with food allergies, healthy eating and safeguarding.
8. To play with, and support the pupils in the playground and follow school Policy/procedures in relation to keeping healthy, staying safe and child protection.
9. In the event of any injuries to the pupil to refer, in the first instance, to the named first-aiders in order to treat them for minor injuries (e.g. small cuts or grazes). More serious accidents must be reported immediately to the class teacher or Headteacher.
10. To follow accident reporting procedures at all times.
11. In the event of any sickness to the pupils, clean the pupil and the affected area and refer the pupil to the class teacher.
12. To work under the direction of the Headteacher or other designated post-holder and to undertake other such broadly similar duties as may be allocated by the Headteacher or his/her appropriate representative.

13. To follow the agreed School code of conduct as well as the policy and procedures for child protection and the safeguarding of their welfare at all times.
14. The hours will be 5 hours or part thereof, according to agreed contract, per week, term time only. You will be expected to be in school by 11.55 am in order for the children to make a visit to the toilet/wash their hands etc before their lunch.

SPECIAL CONDITIONS

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

From time to time you may be privy to school sensitive information. Therefore, in accepting this job, you are agreeing to be held by the school's confidentiality policy.

Westbury-on-Severn C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed: _____ (Post Holder) Date: _____

Signed: _____ (Headteacher) Date: _____

Headteacher: Mr D. Crunkhurn



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CE Primary School

PERSON SPECIFICATION

School Meals Supervisory Assistant

	<u>Essential</u>	<u>Desirable</u>
Educational Achievements, Qualifications and Training.	<ul style="list-style-type: none"> • Non specific 	<ul style="list-style-type: none"> • NVQ in childcare or similar; first aid
Experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working in a school
Job related knowledge aptitudes and skills.	<ul style="list-style-type: none"> • An understanding of the needs of primary aged children • Ability to employ a range of strategies appropriate to differing needs and abilities • Ability to communicate sensitively and effectively with a variety of pupils. Good communication skills • A commitment to teamwork and the ability to promote the qualities required for effective teamwork • Tact and diplomacy • Integrity and confidentiality • Ability to be flexible 	<ul style="list-style-type: none"> • Understanding of the routines of a school • Willingness to take part in the broader life of the school
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of and commitments to equality of opportunity. 	<ul style="list-style-type: none"> • Experience of working in a multicultural school
Personal Qualities	<ul style="list-style-type: none"> • Confidence • Sense of humour 	
Physical	<ul style="list-style-type: none"> • Ability to cope with the physical demands of the post 	
Child Protection	<ul style="list-style-type: none"> • Commitment to promoting the safety and welfare of children • Successful appointment will be subject to a full CRB check 	

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(Westbury-on-Severn CE Primary School MDMS July 2018)