



HOLY TRINITY C of E PRIMARY SCHOOL
EFFRA ROAD, WIMBLEDON, SW19 8PW. 020 8542 1591

JOB DESCRIPTION AND PERSON SPECIFICATION

Role: Lunchtime Supervisor

Hours: 7.5 hours per week – Monday to Friday 12noon to 1.30pm – 38 weeks per annum (excludes INSET days)

Grade: Grade: ME4, Pt 3-4 £20,834 to £21,209 pro-rata (Approx £3,750 - £3,818)

Date: As soon as possible

JOB DESCRIPTION

Job Purpose

- To supervise children in the dining hall and the playground, ensuring their health and safety, interacting with them and encouraging play.

Support for Pupils

- Supervise and assist children as they are served their lunch and as they eat
- Assist with clearing the lunch hall after the children have eaten
- Supervise children in the playground before and/ or after they eat their lunch
- Assist children who are unwell or who are injured, directing them to First Aiders as appropriate
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to the pupils' needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others as appropriate
- Encourage pupils to act independently as appropriate

Support for the School

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage all pupils to take responsibility for their own behaviour
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required

PERSON SPECIFICATION

Experience

Desirable

- Experience of a working in a primary school environment
- First aid experience

Skills & Abilities

Essential

- Ability to relate well to children and adults
- Basic understanding of child development and learning
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- The ability to empathise with children from varied backgrounds
- Be approachable, courteous and able to present a positive image of the school
- Be able to demonstrate diplomacy, flexibility and maintain confidentiality
- Ability to prioritise conflicting demands, remain calm and cope with the pressure of a busy school
- Ability to demonstrate use of initiative and to contribute to solving problems to improve the services offered to the children
- Understanding of and sympathy with the Christian ethos of the school
- A sense of humour

Desirable

- Working knowledge of relevant polices/ codes of practice and awareness of relevant legislation

Qualifications

Desirable

- First aid certificate

