

## LANGLEY SCHOOL

**JOB TITLE:            LUNCHTIME SUPERVISOR**

**GRADE:                GRADE 2**

### **1.0    JOB PURPOSE**

- 1.1    Supervisory Assistants are engaged on a part-time basis to undertake supervision of pupils during the school's lunchtime break. The extent of the supervision to be exercised includes the washing of hands, toileting needs, entry of pupils into the dining room, general help during the service of meals, assisting younger pupils in cutting up meat, general training in table manners, to help with the supervision of activities during lunchtime and provide close supervision in the playground or classroom. Supervisory Assistants are responsible to the Senior Supervisory Assistant for the satisfactory performance of their duties. Normal hours of duty correspond with the school's lunchtime break.

### **2.0    DUTIES AND RESPONSIBILITIES**

- 2.1    To be responsible to the Senior Supervisory Assistant for the supervision of pupils on the premises during the school's lunchtime break.
- 2.2    To be in charge of a group of pupils in the playground or classrooms according to the weather.
- 2.3    To attend to any minor accidents sustained during the lunch hour in accordance with the Authority's Procedures.
- 2.4    To attend to any pupil who becomes ill during the lunch hour.
- 2.5    To report to the Senior Supervisory Assistant if an accident occurs, or if any pupil has been taken ill.
- 2.6    To see that pupils taking school meals are in the dining room at the required time for lunch.
- 2.7    To see that pupils wash their hands and attend to their necessary toilet requirements before and after lunch.
- 2.8    To help younger pupils with the proper use of cutlery and cutting up food when necessary.
- 2.9    To assist pupils with scraping their plates, clearing tables etc. when the lunch is completed.
- 2.10    To mop up spillages as they occur within the dining rooms.
- 2.11    Confidentiality guidelines must be observed.
- 2.12    Such other duties as may be commensurate with the grade and nature of the post.

**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**PERSON SPECIFICATION**

**LUNCHTIME SUPERVISOR**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Experience</b> (Relevant work and other experience).	Related work with children	
<b>Skills and Abilities</b> e.g. written communication skills, dealing with the public.	Ability to communicate with children Ability to carry out instructions	
<b>Training</b>	Willingness to undertake relevant training	
<b>Education and Qualifications</b> NB Full regard must be paid to overseas qualifications		
<b>Other</b>	Ability to cope with minor accidents	

<b>Contra-indications</b>	Criminal convictions involving offences against children
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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY**