



## JOB DESCRIPTION

<b>Job Title:</b> Lunchtime Controller	<b>School:</b> The Hawthorns Primary
<b>Department:</b> Education	<b>Salary:</b> NJC Scale 3, SCP 5 (fixed)
<b>Reports To:</b> Lunchtime Supervisor	
<b>Employment Status:</b> Permanent/Temporary/Fixed Term	
<b>Hours of Work:</b> Part Time	
To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.	

### Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

**Main Tasks/Accountabilities**

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
2. Assist with putting out tables and chairs for lunch.
3. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.
4. To monitor the behaviour of the children at all times, in conjunction with the school's Behaviour Management Policy.
5. Assist the children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
6. Administer First Aid as required.
7. Ensure that all accidents are recorded in the accident book and reported to the Lunchtime Supervisor in order that any appropriate action may be taken.
8. Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the Lunchtime Supervisor.
9. Observe Health and Safety regulations relating to the school at all times.
10. Retain confidentiality on all aspects of school life.
11. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

Postholder's signature: ..... Date: .....