

Lunchtime Supervisor

Salary:

Grade A (term time only)

Responsible to:

Lunchtime Supervisor Team leader

Key responsibilities:

- Key duty involves the supervision of students to ensure good behaviour in and around the school premises during lunchtime
- Duty in allocated area and at allocated time
- To report to Team Leader any incidents where
 - students have acted in a manner deemed dangerous to themselves or others
 - students have acted in an inconsiderate or discourteous manner to others
 - students have disobeyed school rules
- Ensuring that students line up for lunch in an orderly fashion and supervision of students in lunch queue
- Supervision of pupils in and around dining room areas
 - attending to any spillages on tabletops or floors using equipment made available by caterers
 - supervision of students while they clear their table, return trays, stack used dishes, deposit used cutlery in the containers provided by the caterers
 - supervise students who bring packed lunches and ensure that any spillages are attended to (as above) and rubbish is deposited in containers provided
 - supervision of students around dining room areas
- Supervision of toilet facilities used by students
- Supervision of students in assigned indoor areas during inclement weather
- Ensuring that students remain in assigned areas in line with school policy
- Supervision of the collection of litter in assigned area at the end of lunchtime
- Lining up of students with Team Leader at the end of lunchtime when outdoor areas are being used
- Ensuring students are quiet and orderly when prayers are said prior to dismissal
- Ensuring a warm welcome to staff, students, and visitors and warning the SLT and Premises Team if there are any issues relating to health and safety or security

General

- Every employee has a duty of care to themselves, colleagues, students and visitors.
- All staff are expected to,

comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

- be courteous to colleagues and provide a welcoming environment and

- to abide by the school's policies.

• The school will endeavour,

to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I have read and understood this job specification and will carry out my duties accordingly

Employee..... Date

July 2007