

JOB DESCRIPTION

Job Title	Lunchtime Supervisor
Band/Job Group	Grade 2 SCP 2-3
Hours/Weeks	7.5 hours a week 38 Weeks a year
Special Conditions	
School	Rowley Park Primary Academy – Victoria Academies Trust
Responsible to	Headteacher

Job Summary

- Working under the direction of the Headteacher to supervise children during the school lunch time.

Additional duties and responsibilities

1. Supervision of hand-washing before and after meals.
2. Escorting children to and from school to the dining room
3. Assisting the children with table manners, use of cutlery, cutting of meat, serving etc.
4. Supervision of return of table equipment to 'Returns' counter
5. Cleaning up any spillages etc in the Dining Room classroom and toilets
6. Supervision of children before and after the meal and playground duty
7. Organising games and activities in line with school's policy for enrichment activities

It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

PERSONNEL SPECIFICATION

Job Title	Lunchtime Supervisor
Band/Job Group	Grade 2 SCP 1-3
Hours/Weeks	7.5 Hours a week 38 weeks a year
Special Conditions	
School	Rowley Park Primary Academy – Victoria Academies Trust
Responsible to	Headteacher

Sickness Absence	A good attendance record
Qualifications	N/A
Experience	Experience of work in childcare context with Primary and Secondary aged children.
Training	N/A
Special Knowledge	N/A
Circumstances	N/A
Disposition	Good communication skills Reasonable level of Literacy skill
Practical and Intellectual Skills	N/A
Legal Requirements	All employees must adhere to the Authority's Regulations governing the Catering Service in Schools with particular reference to those relating to Food Hygiene and Health and Safety at Work. Enhanced DBS Check for Regulated Activity