



JOB DESCRIPTION

Job Title	Lunchtime Supervisor
Band/Job Group	Grade B SCP 3-4 FTE (To be pro rated)
Hours/Weeks	7.5 hours a week
Special Conditions	
School	Elm Tree Primary Academy – Victoria Academies Trust
Responsible to	Headteacher

Job Summary

- Working under the direction of the SLT and teachers 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 eating, use of cutlery, cutting of food, 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. Support with personal care where required
8. Supporting children to engage and interact with others and resources outside

To participate in the operation of Victoria Academies trust appraisal process

It is your responsibility to carry out your duties in line with the Victoria Academy 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.

Such other duties as may be appropriate to achieve the objectives of the post.

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



PERSONNEL SPECIFICATION

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Qualifications	Basic food hygiene desirable
Experience	Experience of work in childcare context with Primary aged children. Experience working with children with additional needs would be desirable
Training	
Special Knowledge	
Circumstances	
Disposition	Good communication skills Reasonable level of Literacy skill Passion for working with autistic children and those with additional learning needs
Practical and Intellectual Skills	
Legal Requirements	All employees must adhere to the 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