



Job Description.

Position: Lunchtime Supervisor.
Post holder:
Line Manager: **School Business Manager**
Hours: **6.25 Hours per Week** **Weeks of the year: 38**

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Main role.

- To achieve, maintain and develop the safety, welfare and good behaviour of pupils during the midday lunchtime period.
 - To minister to pupils' needs during the midday lunchtime period so as to allow the teaching staff a reasonable break.
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Principal responsibilities.

To at all times:

- ensure all health and safety policies and procedures are applied and followed
 - ensure that the school Behaviour and Discipline policy is applied and followed
 - ensure the maintenance of good order
 - assist and support the children
 - promote good manners
 - interact with the children
 - deal with any spillages and accidents that may occur
 - prepare the furniture and hall for return to general usage after the lunchtime period
 - to carry out minor first aid duties and, where appropriate, refer to the qualified first aider on duty, listing all accidents in the relevant accident book (note: bumps to the head are treated as serious)
 - undertake training and C.P.D.
 - to assist the Governing Body and Headteacher in the fulfilment of any other duties deemed reasonable.
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Signed: Post Holder. Date:

Signed: Deputy Headteacher.

Date:.....

This Job Description is subject to annual review but will not be changed without first being fully discussed with the post holder.