### JOB TITLE: Lunchtime Supervisor

### LOCATION: St Nicholas Elstree

###

**GRADE: H2**

#### 1. PURPOSE OF YOUR JOB

To prepare the dining room for school lunches and clear away afterwards. To supervise pupils whilst they eat lunch and then in the playground.

**2. MAIN AREAS OF RESPONSIBILITY**

* Prepare the layout of the tables in preparation for lunch including laying up tables.
* Supervise the pupils when they are in the dining room eating lunch.
* Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
* Supervise children while they play in the playground.

**3. ORGANISATION CHART**

 **headtecher/deputy headteacher**

 **Midday Supervisory Assistant**

**4. SUPERVISION**

Supervised on a daily basis either by the Senior Supervisory Assistant on duty.

**5. JOB CONTEXT**

Working with supervisory assistants and catering staff to ensure that the school lunch breaks start and finish on time. Ensuring that pupils have either a cooked or packed lunch and supervising the pupils over the lunch period. Ensuring that pupils are safe when playing in or outside.

**6. CONTACTS**

* Supervisory Assistants and other teaching and support staff
* Pupils
* Catering staff

**7. KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of working in an environment where there are children and young people would be desirable but not necessary
* Knowledge of basic hygiene procedures.

**8. PROBLEMS AND DECISIONS**

* Sometimes troublesome behaviour from pupils in the dining room or playground.
* Occasionally a child may feel unwell or have an accident during lunchtime and may need additional help.

**9. FINANCE AND RESOURCES**

**10. PHYSICAL EFFORT**

Moving and carrying dining tables and chairs at the beginning and end of the shift.

**11. WORKING ENVIRONMENT**

This work is done indoors and outdoors and will involve being outside in cold weather.

**It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.**