

## JOB DESCRIPTION

<b>Title of Post</b>	Lunchtime Supervisor
<b>Grade</b>	Support Staff - Grade 1 SCP 6-8
<b>Responsible to</b>	Assistant Caretaker
<b>Hours</b>	<b>Term time:</b> 10 hours per week: 12 noon – 2pm, 38 weeks a year
<b>Holidays</b>	20 days per year rising to 25 after 5 years service. Bank holidays in addition. To be taken during school closure periods.

### Purpose of the Job

- To supervise students during the school lunch break as part of a team
- To contribute to the day to day cleaning of the dining room and outside eating areas.

### Key Tasks

- Supervision of pupils during the school lunch break including the supervision of queues for lunch, behaviour in the dining room and outside areas.
- Assistance with clearing tables, organising trays and used crockery and cutlery
- Assistance with washing down tables and resetting when required.
- Setting up and removal of dining furniture when premises team require assistance
- Undertaking basic cleaning tasks in the dining area such as sweeping floors and taking out rubbish
- Taking such steps as necessary to assist students who are sick or in distress, calling for assistance when required
- Working within the guidelines of school's Behaviour for Learning (BfL) policy
- Being proactive to recognise potential dangers and resolving these where possible or reporting them if not.

Any other duties and responsibilities appropriate to the grade and role.

April 2017