



**JOB DESCRIPTION**  
**Lunchtime Supervisor (with setting up)**  
**Grade 2**

**Statement of Purpose**

To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

**Supervision of Pupils**

- Where the children dine away from school, escorting them to and from the school dining room.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided.
- Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

**Support to Pupils**

- Assisting the children with their table manners and use of cutlery, and assisting with the cutting of meat etc for smaller children.
- Patrolling the playground and “out of bounds” areas regularly.
- Organising games and activities.

**Resources**

- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Setting up and clearing away dining room equipment such as chairs and tables.
- Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

**Person Specification**  
**Level 1: Salary Grade 2**

Skill Factors	Essential or Desirable	Measured By
<b>Experience &amp; Knowledge</b> <ul style="list-style-type: none"> <li>• Experience of working in a team</li> <li>• Experience of working with or caring for children</li> <li>• Good understanding of relevant equipment or technology required to be used in the role</li> </ul>	<p style="text-align: center;">E D D</p>	<p style="text-align: center;">A/I A/I A/I</p>
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Qualifications and/or training relevant to role</li> <li>• Willingness to engage in induction programme</li> <li>• Ability to undertake necessary training</li> </ul>	<p style="text-align: center;">D D E E</p>	<p style="text-align: center;">A/I A I I</p>
<b>Personal Skills</b> <ul style="list-style-type: none"> <li>• Ability to follow working procedures and apply to work tasks</li> <li>• Ability to follow work instructions and follow guidance to improve</li> <li>• Able to communicate with colleagues and others in a respectful professional way</li> <li>• Good listening skills and valuing other's ideas and views</li> <li>• Ability to fulfil the physical aspects of the role (as required)</li> <li>• Ability to focus on work through to completion</li> <li>• Able to build positive relationships</li> <li>• Willing to support colleagues to contribute to teamwork</li> <li>• Able to provide information to colleagues when required</li> </ul>	<p style="text-align: center;">E E E E E E E E E</p>	<p style="text-align: center;">I I I I A/I I I I I</p>
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused to provide quality service</li> <li>• Has a friendly yet professional and respectful approach demonstrating support and shows mutual respect</li> <li>• Takes responsibility for work</li> <li>• Committed to needs of pupils, parents and others</li> <li>• Identifies barriers and blocks to providing an effective service in an appropriate way, seeking to find a solution</li> <li>• Demonstrates a 'can do' attitude, participating, trusting and encouraging others and achieving expectations</li> <li>• Adapts well to change</li> <li>• Acts with pace and urgency when required</li> <li>• Can learn from experiences and challenges to improve</li> <li>• Wants to develop self and strives to perform to the best of ability in the role</li> <li>• Open to new ideas and developing new skills</li> </ul>	<p style="text-align: center;">E E E E E E E E E D D</p>	<p style="text-align: center;">I I I A/I I I I I I I A/I</p>

*In addition to the ability to perform the duties of the role, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*

A – Application Form    I – Interview Process