



JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
School:	Chaddesley Corbett Endowed Primary
Grade:	Scale 1
Reporting To:	Lead Lunchtime Supervisor / SLT
Responsible For:	Pupils under their care

Main Purposes of Role:

- To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during lunch times.

Key Accountabilities:

- To supervise children on school premises and grounds.
- To supervise children who use catering facilities at the school.
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Lead Children's Supervisor/SLT.
- To ensure a safe environment (e.g. by reporting broken glass to the Caretaker).
- Following first aid training, administer first aid as and when necessary.
- To help children partake of food when necessary.
- To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area, putting away play equipment).
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

General Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post.