

Lunchtime Supervisor Job Description and Person Specification

Post title: Lunchtime Supervisor
St James CE Primary Academy
Pay range: FTE of £19,198.
Line manager: Lunchtime Manager
Hours: This is a part-time post of 7 ½ hours a week
Post 1: 8hrs 45 minutes per week (11:30pm – 1.15pm Monday – Friday, term time only)
Post 2: 7 ½ hours per week (11:45pm – 1:15pm Monday – Friday, term time only)

Supervisory responsibilities: Supporting children during lunchtime, ensuring tables and benches/chairs are cleaned and sanitised, in line with school procedures and upholding the Academy's behavior policy.

Job Description

Core purpose

To supervise and ensure the safety of children throughout the mid-day break by encouraging children to treat each other with respect and to follow the St James CE Primary Academy Behaviour Policy at all times.

St James Academy is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is to assist staff joining St James Academy to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

St James Academy is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

St James Academy is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Duties and Responsibilities

Organisation

- Take instructions from the Lunchtime Manager and Senior Leadership Team (SLT) regarding the supervision of children throughout lunchtime

- Supervise designated areas responding effectively to students and ensuring safety by following the rules set out in the Behaviour Policy.
- Ensure acceptable standards of behaviour and movement are kept, reporting any persistent unruly behaviour, incidents of fighting, and bullying or racial / personal abuse involving parents to the Lunchtime Manager or a member of the SLT as appropriate.
- Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided and seating arrangement.
- Clean tables and benches between bubbles, ensuring that they are clean and sanitised before being used by the next bubble of children.
- Follow the school's Covid-19 procedures.
- Be aware of and comply with St James Primary Academy's policies relating to child protection, health and safety, confidentiality and data protection.

Administration

Carry out routine administrative tasks e.g. completing minor incident forms, photocopying, running errands, distributing documents etc.

Resources

Operate relevant equipment safely (e.g. student play equipment, cleaning products/tools).

Wider Responsibilities

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Develop effective professional relationships with others.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the St James Academy equal opportunities policies and practice.
- Maintain the confidential nature of information relating to St James Academy, its students, parents and carers acting in accordance with General Data Protection Act principles at all times.
- Contribute to and support the overall life, work/aims and ethos of the Academy.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ Date / /

Signature of <School/Academy/Trust> _____ Date / /

**Person Specification
Lunchtime Supervisor**

	ESSENTIAL	DESIRABLE	How this will be identified
SKILLS AND EXPERIENCE	<ul style="list-style-type: none"> • Ability to supervise children effectively • Use of general cleaning equipment • Basic administrative experience • Ability to fulfil all spoken aspects of the role with confidence 	<ul style="list-style-type: none"> • Experience of working in an educational environment 	Application / Interview / References
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE's or equivalent (A-C) including English and Maths 	<ul style="list-style-type: none"> • Health and safety qualification, e.g First Aid 	Interview / Documents
TRAINING	<ul style="list-style-type: none"> • Evidence of self-development • Willing to undertake training as required and assist in training colleagues 		Application / Interview / Documents
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of health and safety issues 	<ul style="list-style-type: none"> • Awareness of policies and procedures relating to working in a school 	Application / Interview / References
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Flexible in terms of working hours including evenings and weekends on occasion in line with school calendar and lettings • Eligible to work in the U.K. • No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people 		Interview / References Documents

DISPOSITION/ATTITUDE	<ul style="list-style-type: none"> • Ability to remain calm under pressure and prioritise demands • Ability to communicate effectively at all levels • Flexible and positive approach to change • Willing to work as part of a team • Reliable, approachable and self-motivated • Ability to maintain a high level of confidentiality and discretion at all times. 		Interview / References
PRACTICAL/INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Basic problem solving 	<ul style="list-style-type: none"> • Able to contribute to the wider school community and activities 	Application / Interview / References
PHYSICAL/SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. 		Interview
EQUALITY & SAFEGUARDING	<p>Candidates should indicate an acceptance of, and a commitment to,</p> <ul style="list-style-type: none"> • the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community". • safeguarding and promoting the welfare of children and young people 		Interview