



]

Lunchtime Supervisor Job Description

Main Responsibilities

- To set up/clear away the lunch time facilities as required
- To assist children with their lunches – help with table manners
- To supervise children, monitor and manage behaviour throughout lunch time
- To organise activities and games, manage play equipment
- To manage and report accidents/incidents
- Developing positive relationships with pupils and colleagues based on mutual respect
- To supervise the children until the end of play and when another member of staff takes over
- To adhere to the school's behaviour policy and promote the ethos and values of our school

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.
- To wear appropriate clothing
- To sign in/out and wear a school identity badge
- To report absence before 10am
- To undertake training necessary for the post eg Child Protection, First Aid, Food Hygiene

This job description may be amended at any time after discussion with you, but will in any case be reviewed regularly.