



St Paul's CofE Junior School

Job Description – Lunchtime Supervisor

School:	St Paul's Church of England Junior School
Responsible to:	Lunchtime Supervisor
Grade:	Grade 5, Point 22-25 from £11.19 - £12.35 per hour in accordance with Local Government Pay Scales

Job Purpose

- To supervise the team of lunchtime controllers and ensure the smooth operation of lunchtime breaks.

Main Duties

- To organise and attend to all those activities concerning administration and practical application to ensure the smooth operation of the lunchtime break e.g staff rotas, staff illness, seating arrangements, health and safety etc.
- To organise and supervise the team of lunchtime controllers.
- To supervise and ensure the welfare of the children during the lunchtime break, both inside and outside the building. In wet weather to supervise the children inside the school.
- Act as the communication link between lunchtime controllers and other school staff.
- To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
- Administer First Aid as required and ensure that all accidents are recorded in the accident book.
- Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situation that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them and any other incidences reported by lunchtime staff to the Headteacher.
- Observe Health & Safety regulations relating to the school at all times.
- Retain the confidentiality on all aspects of school life.
- Organise appraisals for the lunchtime controllers and if required, assist the Headteacher in the selection of new lunchtime controllers.



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Person Specification – Lunchtime Supervisor

Attributes	Essential	Desirable
Experience	Some experience of working with children	
Skills / abilities	Excellent communication and interpersonal skills	Previous management experience
	Confidentiality at all times.	
Education and Training		NVQ Level 3 or equivalent.
		Knowledge of Health and Safety
		Knowledge of First Aid
Personal Qualities	Enjoy working and being with children.	
	Caring and flexible approach to work.	
	A good listener and sensitive to pupils needs.	
	A sense of responsibility	
	Good sense of humour	

Essential ~ without which a candidate would be rejected.

Desirable ~ useful for choosing between two strong candidates

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.