

PEMBROKESHIRE COUNTY COUNCIL

JOB DESCRIPTION

JOB TITLE:	Lunchtime Supervisor	POST REF:
DEPARTMENT:	Children & Schools	GRADE
SCHOOL		
RESPONSIBLE TO:	Head Teacher	

JOB PURPOSE

To ensure the supervision, safety and welfare of pupils during the mid-day break; in the dining areas, playground and circulation areas

PRINCIPAL RESPONSIBILITIES

- To be on duty in the area allocated and the time allocated
- To supervise pupils to ensure good behaviour in and around school
- To report to the headteacher any health or safety hazards
- To adhere to all school policies and procedures that affect you and your duties (e.g fire; accident reporting; no smoking etc)
- To attend to sick children including the cleaning of spillage and sickness
- To report any accidents and request assistance from the school's first aider as required
- To refer any queries by parents about pupils to the headteacher
- To report to the headteacher or teacher on duty any incidents :-
Where pupils have acted in a manner deemed to be a danger to themselves and others
Where pupils have acted in an inconsiderate or discourteous manner
Where pupils have disobeyed the rules
- To supervise pupils in the dinner queue and ensure pupils line up in an orderly fashion
- To supervise pupils in the dining hall
Attend to any spillages on floors and table tops utilising equipment provided by the caterers
Supervise the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates
Supervise and assist pupils with packed lunches and ensure clearance off waste
Ensure the removal of food and litter in the dining hall by pupils to maintain satisfactory standard
- To supervise pupils in allocated areas during inclement weather
- Other duties as may reasonably be allocated by the headteacher
- To be responsible for promoting and safeguarding the welfare of children and young persons you are responsible for, or come into contact with.
- To value and respect the views and needs of children and young people

Lunchtime supervisors may also be required to carry out the following duties at the discretion of the headteacher

Nursery and Primary Units

Assist pupils with fastening of their coats

Escort pupils to classroom for afternoon activities

Arrange classroom activities during inclement weather

Encourage pupils to eat the meal provided; Assist with the serving and clearing of the meal; the

cutting up of food and training pupils in the use of cutlery and table manners
Set and lay tables for pupils with packed lunches from home

PERSON SPECIFICATION

Previous experience in a similar role would be an advantage

Good communication skills and a pleasant nature

Professional appearance to front of house standard

Patience, initiative and the ability to operate within a team environment