**Lunchtime Supervisor**

**Job Description & Person Specification**

**SUMMARY OF MAIN DUTIES / RESPONSIBILITIES**

**Job Title:**  Lunchtime Supervisor

**Salary:** SC.1 Points 1 - 3

**Hours:** 8.75 per week (12pm to 1.45pm Mon to Fri)

**Job Purpose:**

To supervise and ensure the safety of students throughout the lunchtime break by encouraging students to treat each other with respect and to follow the school’s Behaviour Policy at all times.

**Main Duties / Responsibilities**

ORGANISATION

* Take instructions from the teachers and Senior Leadership Team (SLT) regarding the supervision of students throughout the lunchtime break, giving instructions and guidance to students.
* Supervise designated areas by following the rules set out in the Behaviour Policy.
* Deal with minor issues and report any persistent unruly behaviour involving students to a member of SLT.
* Ensure students leave the dining hall in a tidy condition by giving the necessary guidance in respect of cleaning plates, placing cutlery and crockery in trays provided and disposing of litter / recycling correctly.
* Support catering staff to provide an efficient, safe and successful lunchtime service.
* Be aware of and comply with school polices relating to child protection, health and safety, confidentiality and data protection.
* Clean down the hall, canteen and external courtyard areas after the lunch break has ended.

RESOURCES

* Work as support to SLT and duty teachers during breaks as appropriate.
* Provide advice and guidance to staff, students, parents/carers and others.

**PERSON SPECIFICATION**

JOB TITLE: Lunchtime Supervisor

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| **Essential** | **Desirable** |
| Experience of working with young people.  Experience of working in a school environment.  Understanding of child protection and safeguarding procedures.  Knowledge of food hygiene standards and health and safety.  Ability to respect young people and communicate positively and effectively. | Health and safety qualification.  First Aid at Work certificate. |