



Boorley Park Primary



JOB DESCRIPTION

JOB TITLE:	Lunchtime Supervisor
GRADE/ ROLE PROFILE REF:	Grade
WORKING WEEKS/ HOURS:	39 weeks; 5.83 (5 hours 50 minutes) per week
TIMES WORKED:	12.00noon to 13.10pm Monday to Friday
BASE:	Boorley Park Primary School

ORGANISATIONAL ARRANGEMENTS:

Job holder: to be appointed

Reports to: Headteacher

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour and table manners and hygiene.
- To assist younger pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures:-
 - carrying of meal to the table
 - assisting with the service at the table
 - training children in the correct use of cutlery
 - clearing and stacking table equipment and serving dishes
 - wiping and re-setting tables if necessary
 - cleaning up food and water spillages on tables and floors
- To administer first aid in the case of a minor accident acting on the advice of the registered first-aider.
- Record accidents in the first aid record and report serious accidents to the Headteacher.
- Be responsible for organising play activities in the playground or indoors if a wet playtime

- To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- Take responsibility for own professional development and duties in relation to school policies and practices
- To contribute as a member of a team to the ethos and environment of the school.
- Liaise effectively with parents and governors.
- To adhere to need for confidentiality at all times.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 7.00am and 7.00pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Headteacher.

Date Prepared: June 2022

Prepared By: Mrs T Sillars – Headteacher

Date Reviewed:

Reviewed By: