Job Description

Post: Lunchtime Supervisor

Reports to: School Business Manager

Base Location: St Blasius Church of England Primary Academy

Job description: The job description will be reviewed regularly to reflect or anticipate changes to the role, commensurate with the salary and areas of responsibility.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed with the post holder at least once each year, and it may be subject to modification or amendment at any time, after consultation with the post holder.

With the academy staff the post holder will:

- Help to deliver the Sponsor's vision and translate into practice the underpinning Christian values and moral purpose of the Academy
- Establish and maintain effective relationships and communication with all staff at the base Academy, other Trust academies and the Trust central team
- Help to promote the Trust's policies and procedures
- Help to develop a learning culture with high expectations in a safe and secure learning environment

Job Purpose and Objectives:

- Responsible for supervising pupils during the lunch break
- Maintaining a clean and hygienic area in which to eat food
- Supporting all our children to have a safe and engaging social lunchtime
- Act as a member of a conscientious team, fulfilling responsibilities efficiently and effectively
- Maintain a welcoming, courteous stance when dealing with children, parents, local governors, Trust officers/Directors, fellow members of staff and other visitors
- Maintain strict confidentiality, given the close contact with children and other members of the academy's staff, and that any enquiry from a parent is directed to the class teacher, or Principal/Senior Leader, immediately without comment

Main duties and responsibilities

- Put up and pack away tables and chairs and clean as necessary
- Return all equipment to the designated area.
- Ensure pupils have clean hands before eating
- Ensure drinking water is provided and assist younger children as necessary in pouring
- Encourage good table manners and orderly behaviour
- Work well as part of a team, contributing and reflecting on practice.
- Engage in a friendly and calm manner with all children, supporting their social opportunity to interact and develop into rounded individuals
- Clear up food or drink spillages or sickness as and when they occur
- Wash-up any items used, i.e. glasses/beakers or trays and clean sink
- As a play supervisor to initiate purposeful, engaging and memorable play activities for the children in the playground
- To manage children by engaging in play activities during wet (indoor) break/lunch times
- To work with individual children or groups of children as directed by the Principal/Senior Leaders
- Attend to minor incidents, report and record incidents/accidents. Arrange for first aid to be provided as necessary and report any injuries causing concern immediately to the Executive

Headteacher or Assistant Principal

Other duties

- Supervisors are required to be on the academy premises and ready to start duties by 11.50 a.m.
- Supervisors should, as far as possible, not disturb pupils who are working and are requested to be quiet if learning is taking place nearby
- Supervisors are food handlers and must therefore observe good hygiene practices
- Supervisors are expected to conduct themselves in a professional manner at all times

Personal Staff Development

- Participate in agreed, further professional development
- Participate in the Trust's performance management/appraisal policy and procedures

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

The Diocese of Chichester Academies Trust (DCAT) is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

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