



JOB DESCRIPTION:
Lunchtime Supervisor
(10 Hours per Week – TERM TIME ONLY)
Grade: GS1 Point 2

Job Purpose: Under the instruction/guidance of the Senior Management Team and accountable to Mrs Angharad Davies (School Administrator) – Supervise and keep pupils in order before, during and after meals, to include supervising on the yard or in the hall; the school is committed to safeguarding and promoting the well-being of children and young people and expects all members of staff and volunteers to share this commitment.

DISCLOSURE LEVEL: Enhanced

The post holder(s) will:

1. Supervise the pupils in the canteen/mainhall and provide general assistance in the canteen while the food is served.
2. Ensure that the children enter and leave the canteen/hall in a controlled and quiet manner.
3. Ensure that the children are not left unsupervised at any time.
4. After the pupils have eaten, ensure that arrangements for clearing the tables are implemented.
5. Encourage courteous behaviour and good manners, and assist where required.
6. Deal with any minor incidents with the pupils, or report the incidents to the designated safe guarding person/ Headteacher
7. Ensure compliance with workplace Health and Safety regulations in accordance with the responsibilities noted in the Health and Safety at Work etc. Act 1974 and the school's Health and Safety Policy.
8. Act in line with the school's policies in relation to equal opportunities and equality.
9. Responsible for managing information in accordance with the schools' information management standards and guidelines and ensure that personal information is treated in accordance with Data Protection legislation.
10. Commitment to reducing the school's carbon emissions in accordance and to encourage others to act positively towards reducing the school's carbon footprint.

11. Undertake any other reasonable duty which corresponds to the salary level and responsibility level of the post.
12. A responsibility to report any concern or suspicion that a child or vulnerable adult is being abused.
13. To undertake any additional tasks at the request of the Senior Management Team.

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

Person Specification - Lunchtime Supervisor Post

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE level or equivalent or have relevant vocational experience (F) 	
Experience	<ul style="list-style-type: none"> • Previous experience of working with young people (F/I/R) • Awareness of principles behind GDPR (F/I) 	<ul style="list-style-type: none"> • Working in an educational environment. (F/I) • Health and Safety training (F/I/R) • First Aid trained (F/R)
Skills	<ul style="list-style-type: none"> • Excellent communication skills (F/I/R) • Ability to form good working relationships with colleagues and external bodies. (I/R) • Enthusiastic, innovative and forward-looking. (F/I) 	<ul style="list-style-type: none"> • Ability to work with a diverse team of staff. (F/I) • Sense of humour. (I) • Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion (F/I/R)

Evidence assessed from: Application form (F): Interview (I): References (R)