



Executive Head Mr Simon Harris
Perry Common Road, Erdington, Birmingham, B23 7AT

JOB DESCRIPTION

Job Title: Lunchtime Supervisor **Grade:** Grade 2

1.0 JOB PURPOSE:

1.1 Lunchtime supervisors are employed on a part time basis to supervise pupils during the school's lunchtime break. This supervision includes the washing of hands, toilet management, entry of pupils into the dining room, general help during the serving of meals, assisting pupils at the table, feeding individual pupils, general training in table manners and close supervision and involvement in activities in the playground or classroom. Flexibility is an essential part of the job.

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 Ensuring that pupils wash their hands and attend to necessary toilet management requirements before and after lunch.
- 2.2 Helping pupils with the proper use of cutlery and the cutting up of food where necessary.
- 2.3 Working in partnership with other members of staff to implement feeding programmes.
- 2.4 Assisting pupils with scraping plates and cleaning tables when lunch is completed.
- 2.5 Clearing up spillages, as they occur, in the dining rooms.
- 2.6 Referring any accidents or ill pupils to the school nurses.
- 2.7 Reporting any concerns to the relevant class teacher or member of staff with responsibility for co-ordination of lunchtime supervisors
- 2.8 Being in charge of a group of pupils in the playground or in the hall/classrooms, according to the weather.
- 2.9 Undertaking relevant in-service training in response to the needs of the pupils to which they are assigned. This could include knowledge of medical conditions, lifting and handling, communication issues and appropriate play activities in relation to pupils' age and ability.

3.0 SUPERVISION RECEIVED:

- 3.1 **Supervising Officer's Job Title:** Senior Lunchtime Supervisor
- 3.2 **Level of Supervision:**
 - 1. Regularly supervised with work checked by supervisor
 - 2. ~~Left to work within established guidelines subject to scrutiny by supervisor~~
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised i.e. through others)

Post Title	GRADE	NO OF POSTS	Level of supervision (as in 3.2 above)
None			

- Use 1, 2 or 3 as in 3.2



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5.0

SPECIAL CONDITIONS:

5.1 See The Education (Specified Work) (England) Regulations 2012

OBSERVANCE OF THE ACADEMY'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

Job description issued by Executive Head.