

WINDSOR PARK CE MIDDLE SCHOOL

Lunchtime Supervisor

Job Description

Statement of Purpose

To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

Supervision of Students

- Supervision of children before, during and after the meal, including supervising of children to deposit leftover food from plates in to receptacles provided.
- Supervision of children bringing packed lunches, to ensure debris left by children is removed/cleaned.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

Support to Students

- Assisting the children with their table manners and use of cutlery, and with the cutting of meat etc. for smaller children.
- Patrolling the playground and 'out of bounds' areas regularly.
- Organising games and activities.

Resources

- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Help to maintain a safe working environment for students and staff by continually monitoring dining and general circulation area for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures.

Support to the School

- Promote and safeguard the welfare of students you are responsible for or come in to contact with.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos / work aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, learning activities and performance development as required.
- Assist with student needs as appropriate.