



Hatch Ride Primary School

JOB DESCRIPTION

Job Title: Lunchtime Supervisor	Location: Hatch Ride Primary School
Grade: Grade 3 SCP 5	5 days per week (term time only) 11.55 a.m. to 1.05 p.m. daily
Notice Period: One month	

JOB PURPOSE

To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.

SCOPE OF POST (BUDGETARY/RESOURCE CONTROL, IMPACT)

Financial Accountabilities	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder) Budgets monitored on day-to-day basis:	
Staff Responsibilities	NONE
Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:	
Management of Physical Assets	NONE



CORE RESPONSIBILITIES, TASKS AND DUTIES

Key Responsibilities will include:

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
2. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.
3. To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
4. Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
5. Administer First Aid as required.
6. Ensure that all accidents are recorded in the accident book and reported to the Mid-day Supervisor in order that any appropriate action may be taken.
7. Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the midday supervisor.
8. Observe Health and Safety regulations relating to the school at all times.
9. Retain the confidentiality on all aspects of school life
10. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

Date: _____ Employee signature: _____

Head teacher signature: _____