



## Lunchtime Supervisor/Play Leader Job Description

### Post Details

- This is a part-time position of 1.25 hours per day, for a number of days to be agreed, for 38 weeks per annum (term time exc Inset days). The school is a Junior School with 248 pupils on roll. There are 17 teaching staff and 31 support staff.
- Working hours: 1.25 hours per day  
Working pattern: days to be agreed., 12.00- 1.15
- Salary: Surrey Pay Grade SP1/2, which is currently between £16,191 and £16,333 FTE.

### Job Purpose

- To be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break, as directed and under the supervision of the line manager below.

### Organisational Relationships

- Title: Lunchtime Supervisor
- Responsible to: Senior Lunchtime Supervisor and School Business Manager

### Responsibilities and Duties

- To maintain order and the safe movement of pupils to and from the dining area
- To positively encourage good behaviour, table manners and hygiene
- To assist pupils, where necessary, whilst they are taking a meal
- To actively support the dining room procedures:
  - assisting with service
  - training children in the correct use of cutlery
  - clearing and stacking table equipment and serving dishes
  - wiping and re-setting tables if necessary
  - cleaning up food and water spillages on tables and floors
- To report to the Senior Lunchtime Supervisor in case of absence or illness
- To administer first aid in the case of a minor accident once training has been provided.
- To record accidents in the record book and report serious accidents to the Administration Manager or Senior Lunchtime Supervisor
- To be responsible for organising play activities in the playgrounds or indoors if a wet playtime
- To liaise with the Head Teacher and teaching staff in dealing with problems arising from pupil behaviour and any other matters of concern
- To contribute as a member of the team to the ethos and environment of the school
- To adhere to the need for confidentiality at all times
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- To attend some Inset Day meetings, for training, as requested by the Head Teacher

### Competencies

- Ability to understand and implement straightforward instruction and to pass on messages and advice.
- Outline understanding of Health & Safety and Health & Safety procedures
- Ability to relate well with children and adults
- Ability to communicate clearly and effectively
- Ability to listen constructively, test own opinions and suggest effective outcomes

### Qualification, Training and Development

- Good general education
- First Aid training will be provided