

St Giles' CE Primary School



Job Description

Date: September 2018

Review Date: September 2019

Casual Lunchtime Supervisor

Grade 1

As and When Required

GENERAL INFORMATION

Under the direction/instruction of senior staff (Assistant Headteachers /Headteacher): support and supervise children at lunchtime in the dining hall, and care for and play with children on the school grounds when the weather is fine, or in the classroom when it is wet.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Duties

- Supervise and help children to eat their lunches
- Maintain calm discipline according to the rules of the school
- Interact with the children and organise games and activities during wet and dry lunchtimes
- Assist in clearing the dining hall, cloakrooms, and the classrooms after a wet lunchtime
- Deal with any incidents and/or accidents involving children, administer first aid where applicable and record in the appropriate books
- Monitor the playground; watching for fights, possible bullying, isolated children and people arriving and leaving the site
- Liaise with senior members of staff regarding issues arising and possible courses of action

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference 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 and other learning activities and performance development as required

Any other duties that would reasonably be expected of the post holder.

7. AGREEMENT

I, the undersigned, acknowledge that I have received the job description, that I understand the contents and that by signing, I agree to them.

Signed:
(Post holder)

Date:

Signed:
(Headteacher)

Date:

St Giles C.E Primary School

Person Specification

Supervisory Assistant (Lunchtime)

Grade 1

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none">➤ Good standard level of education➤ First Aid qualification	✓	✓
Work or relevant experience	<ul style="list-style-type: none">➤ Experience of working with children➤ Experience of working in an educational setting or other relevant environment		✓ ✓
Knowledge and Understanding	<ul style="list-style-type: none">➤ Basic awareness of first aid (or willingness to undertake training)	✓	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none">➤ Willingness to participate in training and development opportunities	✓	
Personal Qualities	<ul style="list-style-type: none">➤ Good communication skills➤ Ability to relate well to children and adults➤ Enjoy working with children➤ Ability to work well as part of a team➤ Flexibility and reliability➤ Ability to maintain confidentiality	✓ ✓ ✓ ✓ ✓ ✓	
Special Conditions	<ul style="list-style-type: none">➤ Willingness to undertake a Criminal Records Bureau check	✓	