

**FINEDON INFANT SCHOOL & FINEDON MULSO CEVA JUNIOR SCHOOL  
JOB DESCRIPTION**

Job Title	Lunchtime supervisor - Job ref 1024
Reports to	Deputy Headteacher
<p>Role summary:</p> <ul style="list-style-type: none"> <li>• To supervise and assist children during lunchtime, inside the school and in the playground</li> <li>• To ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.</li> </ul>	
<p>Key tasks and activities</p> <ul style="list-style-type: none"> <li>• Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period</li> <li>• To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches</li> <li>• Address any misbehaviour by children and control children from entering restricted areas or leaving the premises without authorisation, to ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school</li> <li>• Set up and clear away tables and chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that floors are kept clean and safe</li> <li>• Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and co-ordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children</li> <li>• Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school</li> <li>• Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to the appropriate members of staff</li> <li>• Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period</li> </ul>	
<p>Key skills and competencies:</p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The ability to work on work on you own initiative</li> <li>• Experience of working with children</li> <li>• The ability to work well within a team</li> <li>• Excellent communication skills</li> </ul>	