



# Bournville Village Primary School

## Job Description

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**POSITION:** Lunchtime Supervisor

**GRADE:** 2

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### **1 JOB PURPOSE**

- 1.1 Lunchtime Supervisors are engaged on part time basis to undertake supervision of pupils during the school's lunchtime break. The extent of the supervision to be exercised includes the washing of hands, entry of pupils into dining room, general help during service of meals, assisting younger pupils in cutting up food, general training in table manners and providing close supervision in playground or classroom. Lunchtime Supervisors are responsible to the Senior Lunchtime Supervisor for the satisfactory performance of their duties. Normal hours of duty correspond with the school's lunchtime break.

### **2 DUTIES AND RESPONSIBILITIES**

- 2.1 To be responsible to the Senior Lunchtime Supervisor for the supervision of pupils on the premises during the school's lunchtime break
- 2.2 To be in charge of a group of pupils in the playground or classrooms according to the weather
- 2.3 To attend to any minor accidents sustained during the lunch hour in accordance with the Authority's procedures
- 2.4 To attend to any pupil who becomes sick or ill during the lunch hour
- 2.5 To report to the Senior Lunchtime Supervisor if an accident occurs, or if any pupil has been taken ill
- 2.6 To see that pupils taking school meals are in the dining room at the required time for lunch
- 2.7 To see that pupils wash their hands and attend to their necessary toilet requirements before and after lunch
- 2.8 To help younger pupils with the proper use of cutlery and with cutting up food when necessary
- 2.9 To assist with scraping their plates, clearing tables etc, when the lunch is completed
- 2.10 To mop up spillage as they occur within the dining room
- 2.11 To communicate effectively eg. Attending the lunchtime briefing
- 2.12 Confidentiality guidelines must be observed
- 2.13 To undertake appropriate professional development including adhering to the principle of performance management
- 2.14 To adhere to the ethos of the school
  - 2.14.1 To promote the agreed vision and aims of the school
  - 2.14.2 To set an example of personal integrity and professionalism
  - 2.14.3 Attendance at appropriate staff meetings and training

2.15 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**Review and Amendment**

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the member of staff concerned, but only after full consultation with the member of staff.

Signed \_\_\_\_\_

Post Holder

Signed \_\_\_\_\_

Head Teacher