



TYLDESLEY PRIMARY SCHOOL

LUNCHTIME SUPERVISOR JOB DESCRIPTION

Post: Lunchtime Supervisor

Reporting to: Senior Lunchtime Supervisor/School Business Manager

Salary Scale: G2 – SCP 1 – 3

Part time – 7.5 hours per week – Term time only

JOB PURPOSE

As a member of a team led by the Senior Midday Supervisor, you will be responsible for ensuring the safety, welfare and good conduct of pupils during the lunchtime break.

KEY RESPONSIBILITIES

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour, table manners and hygiene.
- To assist younger pupils where necessary whilst they are eating their meal.
- To actively supervise the dining room procedures:-
 - carrying of meals to the table
 - assisting with the service at the table
 - training children in the correct use of cutlery
 - clearing and stacking equipment and serving dishes
 - wiping and re-setting tables if necessary
 - cleaning up food and water spillages on tables and floors
- To seek assistance from a first aider should a child suffer an injury or illness.
- Be responsible for organising play activities in the playground or indoors should it be a wet playtime.
- To liaise with the Senior Lunchtime Supervisor and teaching staff in dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the ethos and environment of the school.
- To adhere to need for confidentiality at all times.

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.

Tyldesley Primary is part of the Leading Learners Academy Trust, established in 2015, which supports the successful improvement of many local schools and firmly believes in the power of mutual collaboration, partnership working and shared accountability between its academies – leading to better outcomes for all.

For any enquiries regarding the position please contact school via the email below.

If you would like to apply for the position, please return the completed form to

enquiries@tyldesley.llat.org.uk

Closing Date: Friday 10th July 2020

Shortlisting: 13th July 2020

Interview: W/B 13th July 2020