



Job Description

Lunchtime Supervisor

Updated & Agreed: April 2023

Job title:	Lunchtime Supervisor
Salary:	Bucks Pay
School:	Twyford C of E School
Responsible to:	The Headteacher

Purpose of the Role

To work under the direct instruction of the Headteacher to provide support to pupils during the lunchtime period

This list of duties provides a broad indication of what the role includes.

Lunchtime Supervisors are expected to report to the school each day at a time laid down by the Headteacher and to carry out the following duties:

HALL DUTIES

- Set out tables and chairs ready for lunch at 12.00 noon
- Supervise the children when washing hands for lunch
- Quickly settle children in groups of eight
- Help with any difficult boxes, cartons and wrappings
- Cut up fruit if necessary
- Supervise children getting a hot meal
- Mingle with children, encouraging but not insisting that they eat their lunch
- Inform class teacher if a child has regular problems with eating their lunch
- Clean and mop up spills
- Tables and chairs to be wiped after children have finished eating
- Tables and chairs must not be stored away before the end of the session
- The hall must be left clean and tidy for the afternoon session

PLAYGROUND DUTIES

- Supervise safety of children at all times. The children must not be in the playground unsupervised
- Children should be encouraged to play together calmly
- Support children in their playing by suggesting and actively taking part in some play
- Serious misconduct must be reported to Headteacher
- Use the Walkie-talkie to access help if needed on the playground
- Ring bell at the end of the lunch break.

FIRST AID DUTIES

- Injured or ill children must be brought into school and attended to with the use of the first aid kit provided
- The teacher or teaching assistant should be advised of any illness or injury requiring their

attention

- All injuries or accidents must be reported in the first aid book

WET PLAY DUTIES

- All internal doors into the classrooms must be kept open
- Wet play activities to be given out. (NO SCISSORS)
- Children may be brought together for stories. Singing games etc.
- Safety is of paramount importance

KITCHEN DUTIES

- Keep area tidy and mop up spillages
- Load the dishwasher with any used items or hand wash them if necessary
- Wipe surfaces that have been used

Professional Characteristics

Actively and positively participate in performance management

Participate and engage in professional development, sharing expertise and experiences as required

Carry out any other duty which is deemed reasonable by the Headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. This job description will be reviewed annually and any changes will be subject to consultation.

Signature of post holder:

Date: / /

Signature of headteacher:

Date: / /