



Lunchtime Supervisor Job Description

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St Joseph's Catholic Primary School - Job Description

Post title:	Lunchtime Supervisor
School:	St Joseph's Catholic Primary School
Salary and grade:	Emmaus Grade 2 Points 1-2
Responsible to:	The Principal and The Local Governing Body

Main purpose of the job:

The duties of a Lunchtime Supervisor involve the safe supervision of students during the lunch period and would normally include the following:

Setting up and clearing away of lunch tables.

Supervising washing of hands prior to entering the Dining Hall.

Control of the dinner queue.

Supervising pupils when eating meals and assisting pupils with opening packets etc.

Ensuring crockery, cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points.

Dealing with accidents, spillages [including body fluids] in the playground or dining hall, ensuring that these do not cause a safety hazard to students or other staff.

Ensuring appropriate behaviour of students in the playground or indoors when the weather is inclement, as directed by the lead supervisor.

Keeping pupils out of school buildings when they should be outside

Reporting serious misdemeanours to the lead supervisor.

Undertaking minor first aid duties.

Undertaking any appropriate training commensurate with the post of lunchtime supervisor.

Any other related duty, as directed by the lead supervisor.

