



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Lunch Time Supervisor
<b>SALARY/GRADE:</b>	Grade 2 SCP 3
<b>RESPONSIBLE TO:</b>	Finance Manager
<b>HOURS:</b>	Term time only 38 weeks p.a 17.5 hours a week (Monday-Friday) 11.00am - 2.30pm

### **JOB PURPOSE**

The post-holder is required to carry out the school's procedures to the best of his/her ability and have a commitment to the continuous improvement of the role. He/she is expected to work as part of a team and support others.

To be responsible for the safety, welfare and good conduct of students during the lunch break.

### **Main responsibilities**

- To actively supervise students in the dining room (including adjacent corridors and toilets), playground and/or other areas as directed by senior staff.
- To maintain good order and discipline in the assigned area.
- To carry out ancillary duties so that tables are clean and spillages are cleared.
- Basic cleaning within the dining areas and areas as required
- To complete other duties and tasks as directed

### **General responsibilities**

- Safeguard and promote the wellbeing of children
- To undertake any other duties as may be reasonably required commensurate with the level of the post.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation.
- To undertake the Personal Health and Safety responsibilities within the HASAWA 1974.

<b>Safeguarding:</b>	The Authority in line with the Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for the both the protection of children and adults.
----------------------	---

<b>Disclosure and Barring Service (DBS):</b>	<b>This post requires the postholder to have the level of DBS disclosure as indicated below:</b>		
	<b>Standard DBS Disclosure Application</b>	<b>Enhanced DBS Disclosure Application</b>	<b>No DBS Disclosure Application</b>
		<b>x</b>	

**08 August 2025**