

Ladybridge Primary School



LUNCHTIME SUPERVISOR JOB DESCRIPTION

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| Job Title | SCHOOL MEALS SUPERVISORY ASSISTANT |
| Grade | SCALE B - SCP 3 |
| Primary Purpose of the Job | Supervision of children on school premises throughout the mid-day break. |
| Principal Responsibilities | To ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes, during the midday break period. |

MAIN DUTIES

Duties will be allocated by the designated post holder and will include the following:

1. Supervision of pupils to and from the classrooms for lunch, ensuring a good level of behaviour is maintained (in line with school policy and procedures).
2. To supervise hand washing, queues, the eating of lunch and encourage pupils to eat their meal providing guidance on the correct use of cutlery.
3. Assist pupils in carrying/transporting trays to the tables and returning crockery and used trays to the food trolleys.
4. In the event of any spillages, to take necessary action immediately to avoid possible accidents (dual mopping procedure) and to clean the tables after lunches have been eaten. Ensure the dining hall is left in a tidy condition.
5. To supervise the play period of pupils before, during and after the lunch period, maintaining discipline.
6. Ensuring all classrooms are left tidy after wet lunch times.
7. To ensure the playground / hall (corresponding with duty) is not left unsupervised.
8. To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
9. To ensure that children remain within a safe environment.
10. To support the pupils in the playground and initiate and encourage playtime activities. To devise and initiate constructive play opportunities for children.
11. To report to the SBM, any child whose diet may give cause for concern.
12. In the event of any injuries to the pupils to treat them if they are minor injuries (e.g. small cuts or grazes) and to report to the First Aiders more serious injuries. To follow accident reporting procedures at all times and ensure relevant forms / online documentation are completed.
13. In the event of any sickness to the pupils, clean the pupil, clean/treat the affected area, and refer the incident to the office staff to ensure it is followed through effectively.
14. Report to the class teacher any inappropriate pupil behaviour/incidents during the lunchtime break.
15. To provide handover to class teacher / designated person, advising of any issues / concerns from lunchbreak relating to pupils.
16. To work under the direction of the designated postholder and to undertake such other broadly similar duties as may be allocated by the SBM or Headteacher or his/her appropriate representative.

Other requirements

- The hours are designed to provide a further 50 minutes per week. This will be aggregated to provide for regular staff meetings, occasional in-service training and the very occasional times when it may be necessary to eat in the hall.

- All staff are expected to take all holidays during school holiday periods.

Initial advice and support for any concerns should be addressed to the class teacher in the first instance, (or any other designated person).

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| Date Job Description updated | January 2026 |
| Job Description prepared by | A Johnson |