Fairfield Road Primary School
Fairfield Road
Droylsden
Manchester
M43 6AF
Tel 0161 370 3625

TITLE: Lunchtime Supervisor

SCHOOL: Fairfield Road Primary

RESPONSIBLE TO: School Business Manager

PURPOSE OF POST: To ensure the safety and general welfare and proper conduct of the pupils during the midday period.

PRINCIPAL RESPONSIBILITIES:

1. Supervise pupils immediately before, during and after the midday break in all required areas. This includes pupils who have a school meal as well as pupils who bring their own food.

2. Assist pupils as required with personal hygiene when appropriate.

3. Assist with the lifting and handling of identified pupils in conjunction with other staff members, making use of mobility aids as necessary.

4. Encourage and assist pupils in eating, providing guidance on the proper use of cutlery.

5. Assist pupils in carrying/transporting trays to the tables and returning crockery and used trays to the food counter. Ensure the dining hall is left in a tidy condition.

6. In the event of a pupil becoming ill, distressed, or experiencing an accident, provide initial aid and summon qualified assistance. Completion of relevant reports.

7. To assist with the clearance of spillages and wipe down, as necessary.

8. Devise and initiate constructive play opportunities for children, as required.

9. Assist pupils with dressing for outside play activities.

10. Report to the Senior Midday Supervisor any child whose diet may give cause for concern.

11. Ensure that children remain within a safe environment, and that they play safely.

12. Ensure suitable behaviour standards are adhered to, in line with school policy and procedures.

13. Report to Senior Midday Supervisor/Headteacher any inappropriate pupil behaviour/incidents during the lunchtime break.

14. To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

DIMENSIONS:

Supervisory Responsibility: The job may involve the demonstration of duties to support and train new employees or trainees.

Financial Responsibility: Limited, if any, direct responsibility for financial resources.

Resource Responsibility: Limited responsible for the use of school equipment.

Physical Effort: Some degree of physical effort required at frequent intervals, including standing, walking, lifting and carrying.

Working Environment: Regularly required to work outdoors and can be exposed to disagreeable, unpleasant and hazardous environments.

KEY REQUIREMENTS:

Basic literacy and numeracy skills