



Sedbergh Primary School

Long Lane, Sedbergh, Cumbria, LA10 5AL

Telephone: (015396) 20510 Fax: (015396) 22151

Email: admin@sedbergh-pri.cumbria.sch.uk

Web: www.sedberghprimary.org.uk

Lunchtime Supervisor Vacancy – Job Description

Job purpose:

Assisting the Headteacher in securing the safety and welfare of pupils during the lunchtime break. This will involve effective supervision of pupils whilst in the dinner hall and during their outdoor play (indoor if wet).

Main duties:

1. Supervision and control of pupils during their lunchbreak, including:
 - Liaising with kitchen staff to ensure smooth meal service
 - Setting up and clearing away tables in the dining room and ensuring the room is clean and tidy ready for the next session
 - Actively promoting healthy eating and good table manners
 - Assisting pupils with their food where necessary
 - Ensuring health and safety practices and procedures are maintained during the lunchtime session
 - Organising playground games and activities to engage the pupils
 - Ensuring all minor problems and infringements of school rules are dealt with swiftly and effectively
 - Reporting persistent poor behaviour or more serious breaches of the school rules following the school policy and procedure
 - Reporting any emergency or serious incident to the Headteacher or Deputy Head immediately
 - Dealing with minor accidents and securing first aid assistance in line with school policy and procedure
 - Organising effective transfer between lunchtime supervisor and teachers
2. **Child protection:**
 - Have due regard for safeguarding and promoting the welfare of pupils
 - Follow child protection policy and procedures





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Lunchtime Supervisor Vacancy – Person Specification

The table below outlines the essential and desirable criteria, which will be used to select the candidate for this post.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• None required• Willingness to undertake any necessary training	
Knowledge and Skills	<ul style="list-style-type: none">• Ability to carry out general duties as detailed in the Job Description• Ability to work within a team• Ability to communicate clearly, understand and follow instructions• Ability to comply with School policies and procedures	<ul style="list-style-type: none">• Awareness of practices and procedures within education relating to the welfare and safety of pupils
Experience		<ul style="list-style-type: none">• Experience of working with children• Competence in carrying out some basic first aid
Other requirements	<ul style="list-style-type: none">• Ability to move around the site and meet the physical requirements of the role• Reliable with excellent time-keeping• Enthusiasm and ability to use initiative• Self-motivated and hard-working• Flexible to changing requirements of the post	

Sedbergh Primary School are equal opportunities employers and are committed to promoting the safeguarding and welfare of children and young people and expect all staff to share the commitment. Appointment to this post will be subject to a satisfactory enhanced check being sought from the Disclosure and Barring Service (DBS).

