BOURNVILLE INFANT SCHOOL

Job Description: Lunchtime Supervisor. Grade 2

Effective from:

Name:

1 JOB PURPOSE

1.1 Supervisory Assistants are engaged on part time basis to undertake supervision of pupils during the school’s lunchtime break. The extent of the supervision to be exercised includes the washing of hands, entry of pupils into dining room, general help during service of meals, assisting younger pupils in cutting up food, general training in table manners and providing close supervision in playground or classroom. Supervisory Assistants are responsible to the Senior Supervisory Assistant for the satisfactory performance of their duties. Normal hours of duty correspond with the school’s lunchtime break.

2 DUTIES AND RESPONSIBILITIES

2.1 To be responsible to the Senior Supervisory Assistant for the supervision of pupils on the premises during the school’s lunchtime break

2.2 To be in charge of a group of pupils in the playground or classrooms according to the weather

2.3 To attend to any minor accidents sustained during the lunch hour in accordance with the Authority’s procedures

2.4 To attend to any pupil who becomes sick or ill during the lunch hour

2.5 To report to the Senior Supervisory Assistant if an accident occurs, or if any pupil has been taken ill

2.6 To see that pupils taking school meals are in the dining room at the required time for lunch

2.7 To see that pupils wash their hands and attend to their necessary toilet requirements before and after lunch

2.8 To help younger pupils with the proper use of cutlery and with cutting up food when necessary

2.9 To assist with scraping their plates, clearing tables etc, when the lunch is completed

2.10 To mop up spillage as they occur within the dining room

2.11 Confidentiality guidelines must be observed

2.12 Such other duties as may be commensurate with the grade and nature of the post

LINE MANAGEMENT

Responsible to the School Business Manager (Judie Davies)

REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the member of staff concerned, but only after full consultation with the member of staff.

It will be signed if agreement is reached.

Signed: 

Date:

Job description issued by: