

JOB DESCRIPTION

JOB TITLE LUNCHTIME SUPERVISOR

1.0 JOB PURPOSE

1.1 Supervisory Assistants are engaged on a 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 the dining room, general help during the service of meals, assisting younger pupils in cutting up meat, general training in table manners and provide close supervision in the 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.

2.0 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 pupils with scraping their plates, clearing tables, etc. when the lunch is completed.

2.10 To mop up spillages as they occur within the dining rooms.

2.11 To ensure that pupils are escorted to and from detached dining rooms.

2.12 Confidentiality guidelines must be observed.

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

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

3.1 SUPERVISING OFFICER JOB TITLE: Senior Lunchtime Supervisor

3.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervision.