

Bredon Hill Academy

JOB DESCRIPTION

Post Title: Lunch Time Supervisor

Responsible to: Deputy Headteacher

**Working hours: 12.00 a.m. - 1.00 p.m. daily
5 hours per week - term-time only**

Duties and Responsibilities:

1. Promoting a positive and harmonious environment in the dining areas and across the school site.
2. The supervision of children on the playground and other areas, such as in classrooms during wet weather.
3. Assist with the setting out of, and collection of, playground/field equipment.
4. To refer any problems during the lunch hour to the appropriate member of staff, including any safeguarding concerns.
5. The supervision of return of table equipment to the 'returns counter'.
6. Cleaning up of any spillages etc. in the Dining Room/Hall.
7. The clearing away of tables and chairs and sweeping of halls.
8. To be familiar with the school's safeguarding requirements and positive behaviour and relationships policy.
9. To have a responsibility for his/her own professional development and identify any training needs.
10. To carry out his or her duties with due regard to The Worcestershire Hill Trust's Policy for Health and Safety and carry out any other duties commensurate with the post holder's salary, grade, abilities and aptitudes.

Issued by: (Headteacher) on(date)

Received by: on(date)