



Oakgrove School

JOB TITLE:	Lunchtime Supervisor - Level 1
DEPARTMENT:	Primary and Nursery
RESPONSIBLE TO:	Headteacher (Primary and Nursery)
GRADE:	2
CONTRACTED HOURS:	7.5
CONTRACTED WEEKS:	Term Time

JOB PURPOSE

To work as part of a team monitoring and supporting pupils' during the midday break

PRINCIPAL RESPONSIBILITIES

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment
- Encourage pupils to select and eat healthy balanced meals.
- Operate tills and take money/vouchers as meal payment.
- Communicate with pupils during midday breaks to encourage healthy meal selection and oversee play activities
- Clean up spillages of food or liquid during meal service
- Wipe down tables and clean dining areas between meals
- Report incidents in line with school policy
- Responsible for safe supervision of pupils and careful use of dining room equipment and facilities at meal times.
- Clean up spillages of food or liquid during meal service
- Wipe down tables and clean dining areas between meals.
- May handle small amounts of cash.
- Undertake similar work at other times, such as before and after school.
- Occasionally exposed to emotionally demanding situations during the midday break. Senior staff taking responsibility for resolving issues.
- Report incidents in line with school policy.
- Requires normal physical effort or stamina, with shorter periods of greater effort including carrying loads and cleaning
- Ensuring pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Participate in training and other learning activities and performance development as required
- Attend relevant meetings
- To maintain confidentiality
- To follow the School's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All Trust employees are also expected to:

- Work effectively as part of the administration and whole school team, supporting other colleagues in their roles and participating in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

Conditions of Service

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal, dated _____

Signed by Post Holder: _____

Signed by Line Manager: _____

Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
Qualifications	NVQ2 for Teaching Assistants or equivalent		X	A
Skills / Experience	Experience of working with children in an educational / care setting		X	A
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
Planning and organising work	Work to established routines		X	I
Influencing and interpersonal skills	Encourage appropriate behaviour		X	I
	Interact with pupils, parents, colleagues; exchanging factual information		X	I
Using initiative	Deal with day to day incidents		X	I
Working independently	Handle routine problems without recourse to senior manager where appropriate		X	I
Managing people	Work co-operatively in a team environment		X	I
Managing resources	Use and safekeeping of equipment		X	I
	Maintain records		X	I
Managing risk	Awareness of school policy and procedures in relation to child protection, health and safety etc		X	I
Managing oneself	Awareness of opportunities for development		X	I