

KINGSLEIGH PRIMARY SCHOOL

JOB DESCRIPTION



POST TITLE: Lunchtime Supervisor

REPORTING TO: School Business Manager

GRADE 3 Scale Point 4 - 6

PURPOSE OF POST

Manage lunchtime organisation and effective staff deployment in the school hall. Working alongside the hot lunch meal provider, CleverChef to ensure all children have their lunch in a happy environment.

MAIN DUTIES AND RESPONSIBILITIES

- Line manage the current lunchtime supervisor team by building positive professional relationships that create a team working environment
- Ensure that each member of the team understands the task they should complete on a daily basis
- Ensure that cover is put in place when a member of the lunchtime supervisor staff team is absent
- Discuss staffing rotas with the School Business Manager to ensure that children are adequately supervised during the lunchtime period
- Form a positive relationship with the hot school meal provider CleverChef to ensure that school staff and the contractor are working together to support the children's lunchtime
- Be aware of pupils with allergies and working with CleverChefs, ensure these children have the correct lunchtime meals
- Work alongside the school's Inclusion Team to ensure pupils with additional needs have appropriate adaptations in place when eating their lunch
- Be responsible for making sure that the kitchen, hall, all cooking equipment and play equipment is left tidy, clean, and correctly stored, at the end of every shift.
- Work alongside the school's leadership team to create a play environment and experience which reflects the school's vision and values.
- Report all incidents and near misses as required by your school; this could be via the office or direct to the School Business Manager; ensure a good understanding of the reporting requirements in school.
- Support the school's health and safety procedures by informing the school office of any hazardous and potentially hazardous situations observed during the period of duty.

- Support the school's first aid procedures by reporting accidents / injuries to the identified First Aider, and ensuring that the team also follows these procedures.
- Report any concerns and negative/positive behaviour to the Senior Leadership Team or Classroom Teacher.

Supervisory / Managerial Responsibilities

Organise and co-ordinate the effective deployment of Midday Assistants: o Create staff rotas.

- staff absences arranging cover as applicable.
- Ensure that Midday Assistants are deployed effectively throughout the school to ensure coverage in all key areas.
- Ensure all Midday Assistants carry out their duties in accordance with CLP and Health and Safety policies.

The postholder may be required to undertake such other duties as are required which are commensurate with the level of responsibility of the post.

Signed..... Dated