

## Job Description



<b>Post title</b>	Lunchtime Supervisor
<b>Job Evaluation</b>	Yes/No
<b>Grade</b>	Grade 1
<b>Service</b>	Schools
<b>Service area</b>	Rosemary Lane Nursery School
<b>Reporting to</b>	The postholder will be accountable to the Head Teacher
<b>Location</b>	Your normal place of work will be the Head Teacher
<b>Disclosure and Barring Service (DBS)</b>	This post is <b>subject to an Enhanced Disclosure</b>

### Description of role

Assist with the care and welfare of pupils within the school over the lunch period including the patrol of the school both inside and out in line with the school policy.

Promote good behaviour on school premises and promote school behavioural codes.

### Duties and Responsibilities

- As directed by the Head Teacher/appropriate member of staff, follow laid down rotas within the team.
- Exchange information as necessary with school staff
- Supply information to children and others to promote school behavioural codes
- Complete appropriate documentation in response to accidents
- Supervision of children in playground, classroom and dining areas.
- Engage with, and encourage children to follow school expectations of behaviour, cleanliness and tidiness.
- Ensure cleanliness of equipment used
- Undertake training as appropriate.
- Undertake duties in indoor and outdoor environments.
- Assist with the setting up of school dining room as required, including setting out meal plates, cutlery, tables and chairs and other servery equipment
- Clean up spillages on tables and floors and clear food dishes and cutlery away in line with school procedures
- Encourage children with healthy eating and helping as and when necessary with pupils at mealtimes who may have difficulty or are unable to feed themselves
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with others/staff etc. Report all injuries to appropriate school officer.

## **General**

- Comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Any other duties deemed appropriate towards the provision of a high quality service

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.