Level 1 Lunchtime Supervisor

Start date: Spring Term (as soon as possible)

Hours of work: 11.45-12.45 Mon – Fri

We are looking to appoint a lunchtime supervisor to support and supervise the children at lunchtime.

We are looking for someone who is hardworking, enthusiastic, patient and caring, who can use their own initiative and will support the children at lunchtime with play and eating, helping to ensure children play well together and develop good eating habits.

You are very welcome to come and visit our lovely school. To make an appointment to come and have a look around, or for an application form, please contact our Business Manager, Caroline Clorley, on 01939232292 or by email at admin@st-peters.shropshire.sch.uk.

St Peter's CE Primary & Nursery School is committed to safeguarding and promoting the welfare of children; we expect all staff and volunteers to share this commitment.

Closing date for applications: Friday 11th February 22

Application forms can be accessed by contacting our administration team admin@st-peters.shropshire.sch.uk or directly from the WM Jobs website

St Peter's CE Primary & Nursery School,

Shrubbery Gardens

Wem

Shropshire SY4 5BX

Tel: 01939 232292

JOB DESCRIPTION

JOB DESCRIPTION	
NAME	
JOB TITLE	**Lunchtime Supervisor**
RESPONSIBLE TO	**Head teacher/ Lunchtime Supervisor Manager**
HOURS OF WORK	**5 hours weekly**
SCALE	**Level 1**

GENERAL INFORMATION
Under the direction/instruction of senior staff (Headteacher/Lunchtime Supervisor Manager): support and supervise the children at lunchtime in the dining hall, and care for and play with the children on the school grounds when the weather is fine, or in the classroom when it is wet.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Duties

 Supervise and help the children to eat their lunches
 Maintain calm discipline according to the rules of the schools
 Interact with the children and organise games and activities during wet and dry lunchtimes
 Assist in clearing the hall and cloakrooms, and the classrooms after a wet lunchtime
 Deal with any incidents and/or accidents involving children, administer first aid where applicable and record in the appropriate books
 Monitor the playground; assist with positive behaviour systems, check health and safety of children and be vigilant to see and challenge people arriving and leaving the site
 Liaise with senior members of staff regarding issues arising and possible courses of action

Responsibilities

 Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 Be aware of and support difference and ensure equal opportunities for all
 Contribute to the overall ethos/work/aims of the school
 Appreciate and support the role of other professionals
 Attend and participate in relevant meetings as required
 Participate in training and other learning activities and performance development as required

Any other duties that would reasonably be expected of the post holder