



Job Description

Lunchtime Dining Supervisor

The Lunchtime Dining Supervisor will be responsible through the Senior Lunchtime Organisers to the principal.

Duties include:-

- Supervision of pupils on the school playground and ensuring their safety when playing by following school procedures e.g. First Aid.
- Organising and playing games with pupils.
- Supporting pupils in the development of physical, social, emotional and communication skills.
- Supervision of pupils in the dining room, helping them to choose their meals and helping them to clear up afterwards.
- Helping to clean the dining room after lunch.
- Supervision of pupils in the dining room, corridors, toilets, and elsewhere as required by the principal.
- Helping to create an atmosphere that will make mealtimes and lunchtime recreation a pleasant experience for children and staff.
- Communicating with children in their care in an appropriate manner.
- Taking pupils who have minor accidents or are unwell to the school's designated first-aider where necessary. If first aid is not necessary, comforting and reassuring the child.
- Where the need arises, for instance with young pupils or pupils with special needs, attending to their physical needs such as hand-washing, feeding, toileting.





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- Undertaking training within working hours and by agreement, outside working hours. All training will be paid at normal working rate.
- To carry out his/her duties and responsibilities with full regard to the academy's policies.



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Head of School: Ms Hew Ting Yuen **Executive Principal:** Mr Phil Mellen

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Registered No. 07695771 England and Wales VAT No. 123-2401-71



Person Specification

Lunchtime Dining Supervisor

Minimum Essential Requirements	Method of Assessment
1. Ability to communicate with children and adults.	Interview
2. A willingness to undertake training	Interview
3. Ability to supervise children efficiently	Interview
4. Ability to create a pleasant atmosphere at lunchtime.	Interview
5. Ability to minister to the needs of children who are distressed or unwell.	Interview
6. Commitment to the academy's policies on Equal Opportunities and Health and Safety	Application

