

Job Description - Lunchtime Supervisor

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Job Title: Lunchtime Supervisor **School:** St Nicolas' CofE Combined School (Maidenhead, SL6) **Contract type:** Part time, Permanent **Working hours:** 12:00 - 13:30, Monday to Friday (term time only) **Salary:** £23,996 FTE, Pro-Rata £4,040 **Reports to:** Senior Lunchtime Supervisor / Headteacher

Main Purpose of the Role

- To supervise pupils during the lunchtime period, ensuring their safety and wellbeing at all times.
- To help lunchtimes run smoothly and efficiently, supporting a positive environment for all pupils.

Key Responsibilities

- Supervise children in the dining hall, playground, and other areas of the school during lunchtime.
- Encourage positive behaviour and promote the school's values.
- Help children with their meals where necessary, including assisting with opening packets and cutting up food.
- Ensure the safety and security of all pupils, reporting any concerns to the appropriate member of staff.
- Promote healthy eating and good table manners.
- Provide basic first aid if required and follow the school's procedures for dealing with accidents and incidents.
- Work with colleagues to organise and supervise suitable play activities.
- Support the school's policies on behaviour, inclusion, and safeguarding.
- Communicate effectively with pupils and staff.
- Uphold confidentiality at all times.

Person Specification

****Qualifications and training****

- Basic literacy and numeracy skills.
- Willingness to undertake relevant training, including safeguarding and first aid.

****Experience****

- Experience of working with children (desirable).
- Previous experience in a school or similar environment (desirable).

****Skills and knowledge****

- Ability to communicate clearly and effectively with children and adults.
- Awareness of safeguarding and child protection procedures.
- Ability to work as part of a team.
- Ability to supervise and engage children in play.
- Basic first aid skills (or willingness to undertake training).

****Personal qualities****

- Reliable and punctual.
- Calm, patient, and approachable manner.
- Committed to upholding the school's values and promoting the welfare of children.
- Ability to maintain confidentiality.
- A positive attitude and enthusiasm for working with children.

Safeguarding

St Nicolas' CofE Combined School (Maidenhead, SL6) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks in line with Keeping Children Safe in Education (KCSIE).

St Nicolas' CofE Combined School (Maidenhead, SL6) is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.
