



Job Description - Lunchtime Supervisor

Salary Grade:	NJC1 - 9.00 per hour
Hours per week:	6.67 hours per week over 38 weeks per year
Working Times:	13.25pm – 14.45pm
Salary Payable:	£2,611 per annum
Responsible to:	Mr Kevin Mitchell, School Proctor

Key Purpose of Job

- Undertaking midday duty, supervising and managing behaviour by circulating amongst students in designated areas around the school.
- General assistance with student welfare and safeguarding including health and safety and first aid.
- Assisting with site tidying and clear up after lunch
- Any other duties consistent with the grading of the role

Key Duties

- supervise students in designated areas
- stop any dangerous behaviour
- deal with any quarrels or fights
- comfort students who are upset
- deal with minor injuries such as cuts, grazes and bruises
- ensure that students do not leave the school site without prior permission
- escalate to the Proctor any untoward circumstance and serious infringements of the school rules.

General requirements

You will usually need to be at least 18 to become a lunchtime supervisor. It could be an advantage if you have basic first aid skills and experience of working with children. Enhanced Disclosure and Barring Service (DBS) clearance will be required.

Training and development

Once you start work, you will receive training on the job from experienced staff. You may also be required to attend a first aid course.