



Hopelands Preparatory School

38 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Job Description

Name:

Post: Lunchtime Supervisor

Salary: Hopelands Pay Scale Point 7 £2,444 paid per year = £203.63 per month/ 12 monthly instalments)

Hours: 12noon – 1.30pm, **term time only (35 weeks per year)**

Reviewed: September 2021

Relationships:

The postholder reports to the School Administrator, or in her absence the Bursar.

The postholder should relate to, and understand the needs of, the children with whom she works. She should familiarise herself with the school routine and be aware of the school's policy regarding behaviour and discipline.

Duties:

Lunchtime in the Hall

- To prepare the Sophie Hall for the lunch sitting.
- Either supervise the sitting or the children outside.
- Supervise children of all ages during the lunch sitting, ensuring that they eat their lunch correctly.
- Encourage children to eat the contents of their lunch boxes or hot lunch but never force them to eat items they do not want. Pupils should eat in a quiet, courteous manner and show respect for all members of staff.
- At the end of lunch allow children to return their lunch boxes to the building and go out to play.
- Tables are then to be wiped down and put away in the hall.
- Cups are to be washed and put away.
- At least one of the lunchtime supervisors will have attended first aid training and be responsible for treating any accidents in the playground and writing them up in the Accident Book. Any misbehaviour by children during lunchtime should be dealt with by the teacher on duty.
- The Reception toilets are to be checked, flushed and toilet roll replenished if necessary.

Outside Play

- If the ground is wet, children in should wear wellingtons (pre-prep) or trainers (prep) and coats and keep off the grass.
- If the weather is very cold all children must wear coats.
- On mild days it is up to the discretion of staff on duty whether coats are necessary. Year 5 and 6 may decide whether they wear their coats or not.
- Pupils playing football on the grass must be in trainers or boots.
- Children are allowed play equipment from the cupboard during lunch break.
- Ensure children tidy away all toys.
- The front gate must be kept shut at all times.
- Children must ask permission of the member of staff on duty if they need to go inside to the toilet.
- Children will line up when the final bell is rung.
- Pupils are expected to be silent before being allowed inside.
- Any behaviour issues must be reported to the member of staff on duty.
- The front door is to be locked via the keypad after the children have gone in for afternoon school.

Additional Duties

- To oversee the smooth running of the lunchtime service and report and any problems to the School Administrator or Bursar.

Health and Safety:

Under the Health and Safety at Work Act 1974 and subsequent legislation the school is obliged to provide The Employee with a work place and working conditions which, so far as is reasonably practicable, are safe and without risk to health. The Employee is required, by health and safety legislation, to take reasonable care for his/her own health and safety and the health and safety of others.

The employee will:

- Operate safely within the workplace and maintain a high standard of practice
- Carry out risk assessments, as required
- Follow the school's health and safety policy and ask for advice from the Head or Bursar where unsure

Staff Handbook and Policies

A copy of the staff handbook is available from the staff portal. Members of staff are required to read the staff handbook and be familiar with the policies and procedures contained in it. You must communicate with the Head or Bursar if you are uncertain about any of the school's policies or procedures.

Signature of post holder:

Date: / /

Signature of Bursar :

Date: / /