

SWINDON VILLAGE PRIMARY SCHOOL**JOB DESCRIPTION****NAME****POST****Lunchtime Supervisor (inc: Administering Medicines)****RATIONALE**

- To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.
- To administer medication to children immediately before lunch, as required, in line with the schools Administering Medicines Policy.
- The post-holder will be required to exercise his/her skills and judgement to carry out the duties set out below.

GENERAL REQUIREMENTS OF THE POST

The post-holder:

- is accountable to the Deputy Head Teacher for his / her duties and responsibilities
- interacts on a professional level with colleagues and seeks to establish and maintain a productive relationship with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning
- must contribute to the overall ethos / work aims of the School
- must carry out all duties in accordance with the school's Equal Opportunities and Health and Safety policies
- must be aware of and comply with policies and procedures relating to safeguarding and child protection, confidentiality and data protection, reporting all concerns to an appropriate person
- must undertake any training required by the school

KEY TASKS

- Administer medications before lunch, as required, ensuring correct records are kept and procedures are followed as detailed in the schools Administering Medicines Policy
- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dining area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Assist with the clearing away of tables and sweeping/mopping the floor in the dining hall
- Report to the Head Teacher any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance
- Report to the Head Teacher any acts that constitute serious infringements of school rules
- Liaise effectively and professionally with staff
- Attend training, as required
- Undertake other duties appropriate to the post that may be required from time to time

REVIEW

This job description will be reviewed at least once a year, in the Autumn Term, and may be modified by the Governing Body, with the agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Signed: _____ Employee

Date: _____

Signed: _____ Deputy Head

Date: _____