



Lunchtime Supervisor

Job Description

GENERAL DUTIES AND RESPONSIBILITIES

1. Set up and prepare the hall for lunchtime
2. Responsibility to the Headteacher for the supervision of children throughout the midday break.
3. Supervision of queues waiting to enter the dining room.
4. Supervision of the Dining Hall and reporting any unruly behaviour to the Senior Midday Supervisor or a member of the Teaching Staff.
5. Supervision of all areas both inside and outside where pupils congregate during lunch time
6. To actively encourage the children in participating in games while playing.
7. To attend Training Opportunities as appropriate.
8. Checking to see all pupils return to the classroom.
9. Leaving the Dining Hall in a tidy condition.
10. Carrying out any other instructions given by the Headteacher reasonably falling within the purview of the post.