



LUNCHTIME LEADER - JOB DESCRIPTION

Job Title:	Lunchtime Leader	
School:	Winnersh Primary	
Reports To:	Lunchtime Supervisor	
Grade:	3 Fixed SCP 5 £11.18 p/h	
Employment Status: Permanent/Part Time		
Hours of Work: Hours: 11.45am – 1.15pm Various Days Available		
Job Purpose To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground/on the field.		
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.		
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:		
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">School Business Manager</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Lunchtime Leaders</div> </div>		

SCOPE	
Financial Accountabilities	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder)	
Budgets monitored on day-to-day basis:	
Staff Responsibilities	NONE
Number of employees managed/supervised:	
Number of FTE (Full Time Equivalents) employees managed/supervised:	
Management of Physical Assets	NONE
Nature of physical assets directly controlled, (e.g. children's home):	
Details of service contracts managed:	

Summary of Main Contacts.

- Pupils
- Teachers
- Other school staff

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

1. To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
2. Assist with putting out tables and chairs for lunch.
3. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.
4. To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
5. Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
6. Administer First Aid as required (training provided)
7. Ensure that all accidents are recorded and where appropriate are reported to the Class Teacher in order that any appropriate action may be taken.
8. Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern. Take appropriate action to resolve these issues and report them to the midday supervisor.
9. Observe Health and Safety regulations relating to the school at all times.
10. Retain the confidentiality on all aspects of school life
11. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.