

MATRIX ACADEMY TRUST Primary Lunchtime Supervisor

Arrangement	7.5 Hours a week 38 weeks a year Working Hours: 11.45am to 1.15pm
Salary	Scale Group 2 Spine Point 6
Main Purpose:	To support and supervise pupils during the lunchtime period
Main Activities:	<ul style="list-style-type: none"> • Duties include supervising pupils over the lunchtime period, assisting with meal tasks and taking a lead in delivering play activities • Relate well with children of all ages • Be a role model for children by treating them with respect and acting fairly but assertively in implementing the School's Rules and Behaviour Policy • Be aware of Child Safeguarding and Health and Safety issues • Recognise and deal with any incidents of racism and bullying according to the School's policies. • Assist children in the canteen to choose and eat a healthy lunch, encouraging the use of good manners and social skills and ensuring a clean and safe environment. • Be able to work as part of a team and adapt to changing circumstances. • Be prepared to administer simple First Aid (for grazed knees etc) and deal with children who are sick or distressed • Escorting to and from dining halls/in and outside the playground • Cleaning and tidying the school hall • Assisting with first aid where necessary • Organising games and activities • Dealing with any hazards e.g. wet floors • Adhering to health and safety and the schools safeguarding protocol • Helping with table manners • Patrolling playground regularly • The role is subject to an enhanced DBS check.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • To encourage pupils to follow this example. • To actively support school policies. • Any other duties as directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date: