

JOB DESCRIPTION – LUNCHTIME SUPERVISOR

NAME	Oxon CE Primary School
JOB TITLE	LUNCHTIME SUPERVISOR
GRADE	GRADE 1
TEMPORARY HOURS	7.5hrs per week
TEMPORARY HOURS ENDING	31.08.2027

DESCRIPTION OF POST

1. To supervise children who are eating lunch. To help where required in directing children and giving assistance to them.
2. When working in the dining hall, to clear up spillage and ensure that the tables are clean.
3. To supervise children who are playing on the playground. To ensure that they behave in a safe and acceptable manner in line with school guidelines.
4. To supervise other areas of the school as required.
5. To be sensitive to the needs and feelings of individual children providing positive support where required.
6. To work within the school's Health and Safety and Child Protection guidelines.
7. To feedback any concerns through the systems that exist in school.

ACCOUNTABILITIES.

The post holder is directly responsible to the Headteacher for all aspects of the job description. Aspects of that responsibility may be delegated to the Deputy Headteacher or other teachers.

CONDITIONS OF SERVICE

The conditions of service for this post are contained in The National Joint Council Local Government Service Terms and Conditions of Service. A summary of these conditions can be found in the Shropshire County Council Personnel Handbook, a copy of which is available in the staff room.

From time to time, variations in your terms and conditions of employment will result from negotiations and agreements with the specified unions, and these will be separately notified to you or otherwise incorporated in the documents to which you have reference.

PENSION ARRANGEMENTS

Your post carries eligibility to join the Local Government Pension Scheme. You will automatically be admitted to the scheme unless you decide to opt out.

REVIEW DATE:

Amendments may be made at any time.

Signature of employee:

Headteacher:

Date: