

St John's CE Primary School

Lunchtime Supervisor

School: St John's CofE Primary School, Ashton Road East, Failsworth, Manchester, M35 9PN

Directorate: Forward As One CE Multi Academy Trust Bolton

Reporting to: Headteacher

Job title: Lunchtime Supervisor

Contract: Permanent, Term Time Only

Grade: NJC 02 – NJC 03 (£22,366 – £22,737 per annum, pro rata)

Hours: 5 hours & 25 minutes per week (5.42 hrs)

Start Date: Monday 4th November 2024

Closing Date: Wednesday 16th October 2024 – 12pm

Visits to the school are encouraged. Please contact the school office to arrange an appointment on 0161 6948096.

[Please email any queries to HR@fa1.uk](mailto:HR@fa1.uk)

Safeguarding Statement:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure and Barring Service.

In line with Keeping Children Safe in Education 2024, as part of our recruitment process we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview.

This role is subject to an Enhanced DBS plus Children's Barred List Check.

Pre-employment checks will be undertaken before appointment is confirmed.

**Forward as One Church of England
Multi Academy Trust**

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Bolton, BL1 8QA

T: 01204 333 741 **E:** enquiries@forwardasone.uk

www.forwardasone.uk  **ForwardAs1Trust**

Job Description

Principal Responsibilities

- To oversee the safety, welfare and good conduct of all pupils on the school premises during the midday break, except those engaged in activities supervised by a teacher.

Main Duties

- Supervision of all areas both inside and outside where the pupils congregate during lunchtime.
- To actively supervise the dining room procedures, including carrying of meals to tables.
- To positively encourage good behaviour, table manners including the correct use of cutlery, and hygiene.
- To be responsible for organising play activities in the playground or indoors if a wet playtime.
- Supervision of queues waiting to enter the dining room.
- To maintain order and safe transfer of pupils to and from the dining area and ensure that all pupils return to the classroom.
- Leaving the dining room in a tidy condition.
- Clearing and stacking table equipment and serving dishes.
- Wiping tables, cleaning up food and spillages on table and floors.
- Checking the entitlement of pupils to receive a free meal.
- To oversee the safety, welfare and good conduct of pupils during the midday break.
- To administer first aid (if qualified) in the case of a minor accident or to ensure children are seen by a first-aider if appropriate.
- To report behaviour incidents to the appropriate person.
- To maintain and record accidents.
- To liaise with the teaching staff in dealing with problems arising from pupil behaviour and any other matters of concern.
- To report any safeguarding concerns to the Designated Senior Person.
- To contribute as a member of the team to the ethos and environment of the school.
- Organising rotas and systems and monitoring their effectiveness.
- Communicating information to the team and developing colleagues' skills.
- Promoting healthy eating and activity amongst children.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.