

Lunchtime Supervisor

School:	St. John with St. Michael CE Primary School, Moss Side St, Shawforth, Rochdale OL12 8EP
Role:	Lunchtime Supervisor
Directorate:	Forward As One CE Multi Academy Trust, Bolton
Reporting to:	Headteacher
Grade:	NJC02 (£23,656 per annum, pro rata)
Contract Type:	Permanent
Work Pattern:	5 hours per week, term time only
Start Date:	January 2025
Closing Date:	Friday 20 th December 2024 – 12 noon

Please send any queries to: HR@fa1.uk

Visits to the school are encouraged and warmly welcomed. These can be arranged by contacting the school office on 01706 852614.

Safeguarding Statement:

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**

A: Newnham Street, Astley Bridge,
Bolton, BL1 8QA

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

www.forwardasone.uk  **ForwardAs1Trust**

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.