

## **New Marston Primary School**

### **Lunch Supervisor**

Hourly rate: £7.78 per hour (1 ½ hours per day)

Closing Date: November 30<sup>th</sup> 2017

Interview Dates: to be arranged

#### **Duties:**

To be responsible for the supervision of children during the lunch break, to take appropriate measures to ensure the children's safety and welfare, and to ensure that good standards of behaviour are observed and that meals take place in an orderly manner.

The principal duties and responsibilities include:

Lining up the children in an orderly manner prior to entering the dining area for their lunch

Assisting the children with eating, and the use of cutlery and utensils

Directing and assisting dinner monitors in the wiping of tables and helping them to clear away children's trays on completion of their meal

Ensuring play activity is undertaken sensibly and safely at all times

#### **JOB DESCRIPTION**

##### **MIDDAY SUPERVISORY ASSISTANT**

As a member of a team led by the Senior Midday Supervisor under the direction of the Headteacher, to be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break:-

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour and table manners and hygiene.
- To assist younger pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures:-

- carrying of meal to the table

- assisting with the service at the table
- training children in the correct use of cutlery
- clearing and stacking table equipment and serving dishes
- wiping and re-setting tables if necessary
- cleaning up food and water spillages on tables and floors
  - To report to the Senior Leadership Team in the case of absence due to illness.
  - To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Headteacher.
  - Be responsible for organising play activities in the playground or indoors if a wet playtime.
  - To liaise with the Headteacher and teaching staff of the school in dealing with problem arising from pupil behaviour and any other matters of concern.
  - To contribute as a member of a team to the ethos and environment of the school.
  - To adhere to need for confidentiality at all times.
  - To perform such other duties as reasonable the gen

This role is subject to satisfactory references and a DBS check.

Visits welcomed - please phone the school office 01865 761560 or e-mail [tflannery@new-marston.oxon.sch.uk](mailto:tflannery@new-marston.oxon.sch.uk) if you would like to visit. Interviews will take place before the half-term holiday.

Please apply using the River Learning Trust application form and return to [tsmith@new-marston.oxon.sch.uk](mailto:tsmith@new-marston.oxon.sch.uk)