

Job Description

Job Information

All information to be as shown on organisation chart.

Job Title:

Lunchtime Supervisor

Post No:

GEN06

Grade:

Equivalent to HC2

School:

Fairfield High School

Organisational Information:

Responsible to:

Headteacher

Responsible for:

No staff responsibilities

Functional links with: All staff and students

Main Purpose of Job:

To ensure, individually or as part of a team, the welfare and safety of all students remaining within school grounds or buildings during hours of work.

Main Duties and Responsibilities:

Duties may include:

- To supervise students on school premises and grounds, as required.
- To supervise students who use catering facilities at the school.
- To use initiative in monitoring incidents occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Headteacher/teacher in charge/Supervisor.
- To ensure a safe environment (e.g. by reporting broken glass to the Site Manager).
- To report all injuries to students to the designated person (e.g. cuts, bruises).
- To attend relevant training and meetings as required.
- To undertake ancillary duties as necessary (e.g. setting up and clearing away tables, cleaning tables and dining area).
- To watch for intruders on the site during periods of duty and immediately report any concerns about individuals.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of him/herself and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

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. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

Job Holder Name:	Headteacher Name:
Job Holder Signature:	Headteacher Signature:
Date:	Date: