STAINES PREPARATORY SCHOOL

LUNCHTIME SUPERVISOR –
JOB DESCRIPTION & PERSON SPECIFICATION

Reporting to: The Bursar and works under the direction of the Head of Lower School.

JOB DESCRIPTION

Role:
To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period

Main Duties:
- Support the pupils to choose lunch, especially those with specific dietary requirements
- Ensure standards for healthy eating and table manners are maintained
- Report accidents and complete accident form if necessary
- Support the work of the staff and other Lunchtime Assistants
- Escort the children to and from the dining area and ensure their safety at all times
- Conduct playground duties and lead the children in the establishment of suitable activities
- Record inappropriate pupil behaviour and convey serious incidents to the staff
- Maintain checks throughout the lunch break to ensure pupils are safe
- Help with preparation of resources and setting up play areas as directed by the staff

PERSON SPECIFICATION

Skills:
- Ability to relate well to children and adults
- Ability to work constructively as part of a team
- Ability to maintain a safe, calm and happy approach

Knowledge & understanding:
- Working with or caring for children of relevant age
- Basic childcare and health and safety knowledge
- Appropriate knowledge of first aid

Qualifications/Training:
- Childcare qualifications is desirable but not essential
- Participate in development and training opportunities

Plus any other duties as detailed by the Bursar/Head of Lower School.

Hours and remuneration:

11.45 - 13.15, Monday to Friday during 36 weeks of term time. £8.50 per hour. 4.4 weeks paid holiday.

All Staines Prep staff have responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or come into contact with and must adhere to and ensure compliance with the School’s Child Protection & Safeguarding Policy at all times. If in the course of carrying out their duties a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report their concerns to the school’s Designated Safeguarding Lead (DSL) or to the Headmistress.

As part of the pre-employment checks all staff will be required to complete a Disqualification by Association disclosure. The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009

September 2016