



## Job Description - Lunchtime Supervisor

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<b>Salary Grade:</b>	<b>NJC1 - 9.25 per hour</b>
<b>Hours per week:</b>	<b>6.67 hours per week over 38 weeks per year</b>
<b>Working Times:</b>	<b>13.25pm – 14.45pm</b>
<b>Salary Payable:</b>	<b>£2,684 per annum</b>
<b>Responsible to:</b>	<b>Mr Kevin Mitchell - Proctor</b>

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### Key Purpose of Job

- Undertaking midday duty, supervising and managing behaviour by circulating amongst students in designated areas around the school.
- General assistance with student welfare and safeguarding including health and safety and first aid.
- Assisting with site tidying and clear up after lunch
- Any other duties consistent with the grading of the role

### Key Duties

- supervise students in designated areas
- stop any dangerous behaviour
- deal with any quarrels or fights
- comfort students who are upset
- deal with minor injuries such as cuts, grazes and bruises
- ensure that students do not leave the school site without prior permission
- escalate to the Proctor any untoward circumstance and serious infringements of the school rules.

### General requirements

You will usually need to be at least 18 to become a lunchtime supervisor. It could be an advantage if you have basic first aid skills and experience of working with children. Enhanced Disclosure and Barring Service (DBS) clearance will be required.

### Training and development

Once you start work, you will receive training on the job from experienced staff. You may also be required to attend a first aid course.