

## Job Description

**Job Title:** Lunchtime Supervisor

**Grade:** 4

**Responsible to:** Lunchtime Manager

### Responsibilities and duties:

- Supervise students, both inside and outside the school building during the lunchtime period, taking reasonable action to maintain good order and discipline.
- Supervise students in the dining area and ensure that students return crockery and cutlery and clear tables.
- Carry out other appropriate duties at the request of the lunchtime manager.
- Attend to accidents in accordance with school procedure.

### Those wishing to apply should ideally:

- Have experience working with 11 - 16-year-old students.
- Relate positively with students.
- Be flexible and adapt to changing circumstances.
- Have a positive outlook.

### Special Factors:

#### Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder very occasionally carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the School's Conditions of Service.
- (d) This position is subject to an enhanced Disclosure and Barring Service check.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Name: .....

Signed: ..... (Postholder) Date: .....

Signed: ..... (Headteacher) Date: .....