SARK SCHOOL

Lunchtime Supervisor Job Description

Job title: Lunchtime Supervisor

Reports to: Head of School

Responsible to: Head of School

Rates of pay: Salary is dependent upon experience, with the successful candidate being paid a regular salary each month.

Working hours: The successful candidate will be required to work 1 hour a day, Monday to Friday, during term time from 12pm until 1.00pm.

Purpose of the role: To work as part of a team to supervise the children whilst they eat lunch and supervise the playground and field once the children have finished eating.

Main responsibilities and tasks

The duties of the lunchtime supervisor include the following:

- To undertake playground duties and oversee lunches;
- To provide a safe and hygienic environment where children eat their packed lunches;
- To oversee lunchtime playtime and report any problems or concerns to the teaching staff;
- To ensure the areas used at lunchtime are left clean and tidy;
- To support teachers, parents and other colleagues to help create an safe and happy environment;
- To maintain pupil and family confidentiality;
- To maintain discipline in accordance with school policies;
- To assist pupils' social development, progress and achievement outside of the classroom;
- To comply with policies and procedures in relation to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns
- To undertake any other professional duties commensurate to the role and as directed by the Head of School.