



## Role Description

**Post:** Lunchtime Supervisor

**Purpose:** As part of the Lunchtime Supervisory team to ensure that the children's lunchtime break is well supervised, happy and safe in accordance with School Policy.

**Responsible to:** The Headteacher

### Principal responsibilities:

1. Promoting a happy, caring atmosphere as part of the school team.
2. The supervision of the children whilst they eat their packed lunch, encouraging them to eat in an acceptable manner. Supervisors should help the children in any way necessary.
3. Supervising the children's orderly departure from the dining room.
4. Assisting with the supervision of children after lunch and during the remainder of the lunch break, either the playground or on the school premises.
5. Requirement to undertake first aid training and administer first aid. In addition to this to undertake diabetes training and facilitate diabetes support to a small number of appropriate pupils.
6. Report 'unwell children', where appropriate, to class teacher or Headteacher
7. Dealing with accidents that befall small children, e.g. clearing up after sickness and diarrhoea.
8. Providing the children with guidance and support during 'play' time.
9. The cleaning of dining room
10. The putting out and putting away of dining room furniture



National Support School  
designated by  
  
National College for  
Teaching & Leadership

Registered Office: Preston Hedge's Primary School  
Wootton Hope Drive, Wootton Fields, Northampton NN4 6BU  
t: 01604 665860 f: 01604 665861  
e: [head@prestonhedges.northants-ecl.gov.uk](mailto:head@prestonhedges.northants-ecl.gov.uk)  
[www.prestonhedges.northants.sch.uk](http://www.prestonhedges.northants.sch.uk)  
Registration number 08282041 England & Wales

11. Reporting any concerns regarding a child's behaviour or wellbeing to the Lead Lunchtime Supervisor, Class Teacher, or Phase Leaders and, where necessary, the Deputy Head or Headteacher.
12. Monitoring the use of playtime equipment.
13. To work proactively with the children to enhance their play experiences.
14. Any other duty requested by the Senior Leadership Team.