

Post title: Lunchtime Supervisor

Grade: NJC 4
10 Hours per week 45
weeks per year.
Working hours 11:15am-
13:15pm

Line manager/s: Assistant School resource
manager and School
resource manager

Main purpose of the job:

To ensure the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of Nexus MAT. The post holder will normally work as part of a team and will always be under the direction of a teacher or designated officer.

Key duties and responsibilities

- Supervision of pupils in the dining areas, playground or other parts of the school premises.
- To distribute lunches to the children and dispose of any waste.
- To carry out other duties relating to lunchtime supervision as required by supervisory staff
Assisting children with their meals including encouragement to eat as required.
- To ensure standards of behaviour are maintained.
- To assist in dealing with problems arising from unruly or unacceptable behaviour and report such matters to the appropriate member of staff on duty.
- Cleaning up as necessary and ensuring tables are clean etc., ensuring the hall is left safe and clean for use.
- Clean all equipment used.
- To ensure that school security regulations are upheld.
- To undertake any appropriate training as may be required to enhance or improve the interaction and involvement with the children.
- Complete Level 2 Food hygiene qualification and allergen training.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications,	<ul style="list-style-type: none"> • Appropriate level of literacy and numeracy skills • Current First Aid certificate/training in first Aid Procedures • Willingness to undergo training as identified for the role 	•	•
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Enjoy working with children • Able to maintain good conduct and discipline and ensure the general well-being of pupils • To show understanding for the needs of children of varying age groups with learning disabilities • To act quickly and deal effectively with any situation that may arise 	• • • •	
Experience	Experience of supervising children with severe learning disabilities		•
General	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	