



Nurturing and inspiring all children to achieve their best

JOB DESCRIPTION

Lunchtime Supervisor (Temporary)

Pay Range	1 ISN 5
Salary	£17,190 pro rata, actual salary £2,401
Hours	6.25 hours per week, 12.30pm to 1.45pm
Days of the week	Monday to Friday Term Time only (38 weeks) The post is temporary until December 2022 in the first instance but may be extended beyond that.
Required	AS SOON AS POSSIBLE

Ivingswood Academy is looking to appoint a Lunchtime Supervisor to work from 12.30pm until 1.45pm Monday to Friday term time only. Previous experience is not essential, a good understanding of the needs of children and their safeguarding is essential.

Main purpose of the post

To provide adequate supervision of the children during mealtime and playtime over the lunch break. To clean and remove the furniture at the end of lunch.

Main Duties and Responsibilities

Care and supervision of children

- To supervise the children during the lunch break either in the dining room, hall or on the playground.
- To maintain the high standards of behaviour expected of the children through being positive in your approach and not accepting rude or discourteous behaviour. Please follow the Behaviour Policy. In the event of an emergency, please ask for support.
- During wet lunchtimes, supervision will be of the dining room and the classrooms. Children should be encouraged to play quiet games that are provided.
- Check and record the temperature of food received.
- To serve meals to the children ensuring appropriate portion control and correct meal selection.
- To check and serve appropriate meals to children with allergies; referring to documentation supplied by hot meal providers.
- To call in and serve meals in a timely manner avoiding long queues at the counters.
- To support the children disposing of leftovers, stacking plates, etc
- To assist particularly the younger children with opening flasks, packets, buttoning coats, etc.
- To report relevant issues to the class teacher via the class communication books. There should be adequate time to do this before 13.45.
- To refer any case of very poor behaviour, serious injury or safeguarding issues to the Headteacher or Deputy Head.
- To be responsible for the safe play of the children, as directed by the Headteacher.
- Any minor illness or injury to be dealt with immediately by those supervising in the dining room and any serious cases reported to the appropriate member of staff. Recording first aid appropriately.

Headteacher
Julie-Ann Swaysland

Telephone:
+44 (0) 1494 783 070

Ivingswood Academy
Greenway
Chesham
Buckinghamshire
HP5 2BY

Email:
Office@ivingswoodacademy.org

Website:
www.ivingswoodacademy.org



- To encourage standards of good behaviour by dealing with all children in a positive, firm and fair manner.
- To seek advice and follow guidance when dealing with children who have special educational needs.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To have due regard to for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the school's Safeguarding Policy.
- To work in cooperation with other staff for the good of all children.

Furniture/Cleaning responsibilities

- To wipe down table surfaces prior to each sitting; sweep the floor between KS1 & KS2 sitting and at the end of lunch break. Liquid spillages on the floor must be cleaned immediately they occur.

Meetings/Information

- To attend lunchtime supervisors' meetings when required.
- To attend in-service training when required by the school.
- To check Staffroom for updated information and notices

Kings Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

Please find our application form on our website. Completed application forms should be emailed to office@ivingswoodacademy.org.

Closing date for application: Friday 7th September 2022 at 10am
We reserve the right to interview and appointment on application