

Role Profile Lunchtime Supervisor

Location: Breaside Preparatory School

Department: School Operations

Reporting To: Deputy Head

COGNITA



What you'll be doing

Role purpose

You will be responsible, under the direction of the Deputy Head or other nominated member of staff, for ensuring the safety, well-being, and good behaviour of pupils during the lunchtime break, in accordance with agreed practices and procedures.

Key responsibilities

- Be aware of and comply with school policies and procedures relating to safeguarding and health & safety, reporting concerns to the appropriate person.
- Contribute to the overall ethos and aims of the school.
- Ensure children have an enjoyable, healthy, and happy lunchtime experience.
- Participate in training and other development activities.
- Undertake all other duties commensurate with the level of the post as required to ensure the efficient and effective running of the school.

What you will be doing

- Assist in setting up classrooms or the school hall for lunch.
- Supervise the washing of hands prior to lunch.
- Monitor and manage children's behaviour during the lunch period.
- Support children while eating meals and encourage healthy eating habits.
- Assist with cleaning spillages and debris around dining and play areas.
- Supervise play areas, ensuring safe and orderly conduct within the play area and premises.
- Administer first aid as required.
- Offer play activities in the play area after eating.
- Supervise children and organise indoor activities in the case of bad weather.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

What you'll bring

Essential	Desirable
Skills <ul style="list-style-type: none">• Responsible, honest, and reliable with a good sense of humour.• Ability to work under pressure and prioritise tasks.• Flexible and able to work as part of a team.• Committed to safeguarding children.	Skills <ul style="list-style-type: none">• Willingness to work within organisational procedures and processes.• Previous knowledge of first aid.
Qualifications <ul style="list-style-type: none">• NVQ Level 2 in childcare.	Qualifications <ul style="list-style-type: none">• Paediatric First Aid.
Experience <ul style="list-style-type: none">• Experience working with young children and meeting their needs.• Familiarity with outdoor play equipment.• Ability to communicate with children and adults with tact and sensitivity.	Experience <ul style="list-style-type: none">• Ability to build and develop positive relationships with teaching staff.

Key Stakeholders you'll be working with

- **Internal:** Senior Leadership, Staff.
- **External:** Parents, Visitors.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA