

ELLOWES HALL SPORTS COLLEGE RECRUITMENT JOB DESCRIPTION



JOB TITLE: LUNCHTIME SUPERVISOR

DEPARTMENT: SITE **SPINE POINT:** 9

TYPE OF CONTRACT: PERMANENT 38 WEEKS PART-TIME

REPORTS TO: LUNCHTIME SUPERVISOR

STAFF RESPONSIBLE FOR: NONE

MAIN PURPOSE OF THE JOB: SUPERVISION OF STUDENTS DURING LUNCH BREAK

MAIN DUTIES/ACTIVITIES:

- * Supervise students on school site during lunchtime.
- * Set up tables ready for lunch break.
- * Organise dinner queues.
- * Patrol corridors and school site.
- * Clean tables, sweep floors and remove and empty bins
- * Report any accidents/incidents to the Lunchtime Superintendent.

SUPPORT FOR THE SCHOOL:

- * To take a full part in promoting the good name of the School and contributing positively to the overall ethos/work/aims of the school
- * Where applicable comply with the School's Dress Code
- * Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection.
- * Attend and participate in meetings as required

- * Participate in training, other learning activities and performance development as required
- * Recognise own strengths and areas of expertise and use these to advise and support others
- * All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes
- * It is the responsibility of all adults employed by Ellowes Hall Sports College to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

PERSON SPECIFICATIONS QUALITIES & ATTRIBUTES:

- * Required to work on a part-time basis
- * To be reliable and punctual
- * To be polite, friendly, helpful and courteous
- * To have a flexible approach to work
- * To be physically fit and able to carry out relevant duties
- * To have good communication skills
- * Ability to relate well to children and adults
- * Able to work constructively as part of a team, understanding school rules and responsibilities.
- * To follow instructions
- * To keep calm and maintain an air of authority

EXPERIENCE/QUALIFICATIONS/TRAINING:

- * First Aid Qualification would be beneficial (training will be given)
- * Previous experience of working in a school environment would be beneficial