



Co-op Academy
Northwood

Job Title: Lunchtime Supervisor

Level: 2 (s.c.p. 2-3)

Hours: 6.25 hours per week, Term Time only

Responsible to: Academy Business Manager

Job Purpose

To be responsible for the care and safeguarding of the children during the school lunch break.

Key Duties & Responsibilities

1. Escorting pupils to and from the school dining room.
2. Assisting the children with their table manners and use of cutlery and assisting with the cutting of meat etc for smaller children
3. Supervision and safeguarding of children before, during and after the meal, including the supervising of children to deposit leftover food from plate's receptacles provided.
4. Organising games and activities.
5. Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
6. Patrolling the play-ground and "out of bounds" areas regularly.
7. Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.