

MARK RUTHERFORD SCHOOL

SENIOR LUNCHTIME SUPERVISOR JOB DESCRIPTION

JOB TITLE:	Senior Lunchtime Supervisor
RESPONSIBLE TO:	Assistant Head line managing the lunchtime supervisor team
JOB PURPOSE:	To supervise and assist students during lunchtime, inside the school and in the playground as directed, to ensure a safe and positive environment is maintained and that all students behave in an appropriate manner.
PAY LEVEL:	Level 2D 13-16. Starting point 16 = £9.50 per hour 8 hours 45 mins per week Actual salary £3,788.37pa

Duties include:

- Supervision of students in the dining hall, playground and school premises, including the toilets
- Patrolling around the school, inside and out making sure there are no problems.
- Maintaining good order and discipline among students and safeguarding their health and safety
- Year 7 play area: encouraging students to play, and helping with play activities if required
- Making sure that students do not leave the school premises or go into areas of the school that are out of bounds; knowing the layout of the school both internally and externally, and being aware of site entrances and exits, boundaries and access points for vehicles
- Cleaning up spillages and making sure that tables are clean
- Dealing with incidents of misbehaviour and, if necessary, reporting them to the duty teacher or SLT
- Tend to sick or injured students and report any serious accidents; liaise with the School Office re. sick or injured students
- Dealing with emergency situations such as fire drills
- Listening to pupils, dealing with situations as they arise
- Being vigilant and raising concerns about individual pupils or groups of students.
- Knowing the school regulations and health and safety policy; being aware of and implementing, the school rules and school policies, in particular safeguarding of young people

- Co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of your own Health and Safety, and that of any other persons who may be affected by your acts or omissions at work
- To undertake other such specific duties that may from time to time be reasonably assigned by the Principal