

Name:

Job Purpose & Objectives

Details

Responsible for supervising pupils during the lunch break and maintaining a clean and hygienic area in which to eat food.

Main Duties & Responsibilities

Details

- Ensure pupils have clean hands before eating.
- Ensure drinking water is provided and assist younger children as necessary.
- Encourage good table manners and orderly behaviour.
- Clean tables and chairs at end of lunch period and return all equipment to the designated area.
- Clear up food or drink spillages or sickness as and when they occur.
- Sweep area and dispose of rubbish.
- Clean toilets and cloakrooms should sickness/accident occur.
- Wash-up any items used, i.e. glasses/beakers.
- Undertake playground duties to supervise pupils or, during inclement weather, within the designated areas.
- General welfare of all children and attending to their personal needs as and when required and to provide comfort and care for minor accident, upsets and ailments.
- Ensure pupils do not leave the premises without permission and challenge any unknown persons on site.
- Attend half-termly one-hour training meetings.
- Be committed to promoting and safeguarding the welfare of children

Additional Information

At Hill View Primary it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

General Information for all Posts

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.

Post Holder – signed Date

Manager – signed Date