

Job title: Lunch Supervisor

Supported by: Business Manager/Assistant Business Manager

Salary: £11.44/hour

The role of lunch supervisor is an important one at Maharishi School. It is an essential part of the smooth running of the school as well as the continuity of care received by pupils during the school day. Child welfare is a priority at Maharishi School and lunch supervisors play an important role in safeguarding our pupils.

Hours: 13:00 - 13:50 Monday to Thursday and 13:00 - 13:30 on Fridays.

Responsibilities

- To be present at school in time to take lunches to the class/lunch room
- To distribute school lunches and ensure the register is taken.
- To supervise the pupils and maintain an orderly atmosphere while lunch is being eaten, including enabling volunteers to say grace and encouraging individual children to eat, whether school or packed lunch.
- To participate in a room cleaning rota or clean your room to ensure lunch rooms are left as found, including tables wiped, floor swept if necessary and rubbish removed. To help supervise children when playing after lunch and ensure children are only inside the building with good reason.
- To attend to hurt children, including completion of the accident book if necessary, and/or to inform the medical room/ duty member of staff of an incident if necessary. If necessary, to ensure child sickness is cleaned up.
- To deal with cases of unacceptable behaviour by pupils where appropriate, or report incidents immediately to the member of staff on duty.
- To participate in all induction or training courses required by the school to enable effective working in the role, including annual safeguarding training.
- To contribute to and implement school policies and procedures. If you think there is something that can be improved, please let the Business Manager know.
- To inform school if you will be late or absent, in time for alternative arrangements to be made, ensuring that you either speak to someone or that any message you leave is replied to. Please note that the school reserves the right to not pay staff for absences which are not due to personal incapacity or sickness. Staff absence due to non-urgent appointments causes significant inconvenience.

Knowledge and Experience

- All posts are subject to a satisfactory DBS check, references and a three-month probationary period.
- Childcare, Teaching Assistant NVQ2 or equivalent qualification preferred but not essential.
- Experience of working with children from four years of age, preferably up to age 15 preferred but not essential
- An understanding of health and safety principles is preferred.
- A positive attitude towards child protection requirements is essential.

Skills and abilities

- Ability to organise and supervise children.
- Ability to work in a way that promotes the safety and well-being of children and young people.
- Ability to work on own initiative as well as part of a team.
- Effective communication and people skills, including ability to establish a rapport with pupils.
- Ability to maintain confidentiality of school and pupil/family issues.

Personal qualities

- Good sense of humour.
- Calm, caring and patient.
- Reliable, responsible and punctual.
- Personal commitment to equal opportunities and child protection.

Special conditions

Willingness to be subject to Safer Recruiting screening including DBS Enhanced Disclosure.