

Job Description and Person Specification

Job title	Lunchtime Controller
School	Calcot Infant School
Salary grade	Grade B
Reports to	Deputy Headteacher
Supervises	n/a

JOB PURPOSE

To supervise the children remaining on the school premises at lunch times, including ensuring the health and safety and general welfare of those children.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART

Deputy Headteacher
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Lunchtime Controller

MAIN DUTIES AND RESPONSIBILITIES

- Assist children in washing etc. in preparation for taking their midday meal and afternoon lessons
- Monitor, interact and support the children's activities, encouraging pupils to play and make use of play equipment prior to, during and after the lunch time meal as required.
- Offer instruction where needed to help pupils to share play equipment and help to resolve issues between pupils during play activities
- Monitor pupils that aren't engaging in play and feedback any concerns to the Deputy Headteacher or duty member of staff
- Assist in the preparation for, and tidying up after, the lunch time meal including setting up and putting away tables, chairs and other equipment needed
- Assist in the conveyance of children between school buildings and manage pupils' entrance and exit from lunch area in an orderly manner
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the Deputy Headteacher or duty member of staff
- Clean up food and water spillages
- Alert headteacher to any health and safety concerns relating to lunchtime activities
- Record details of incidents/accidents in line with the school's reporting

MAIN DUTIES AND RESPONSIBILITIES

- procedures
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
 - Be aware of and support pupils with medical/dietary needs
 - Report any incidents of serious misbehaviour to the Deputy Headteacher or duty member of staff
 - Take necessary action to minimise disruption and harm to pupils
 - Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
 - Promote equality as an integral part of the role, treating everyone with fairness and dignity
 - Read and follow the relevant school policies, procedures and rules
 - Undertake training required to develop in the role
 - Undertake other related duties as directed by the Deputy Headteacher or the duty member of staff.

SCOPE (impact on/control of resources, people, money etc)

No budget responsibility or line management responsibility.

PERSON SPECIFICATION	Essential/ Desirable
Qualifications and training	
First Aid training (or willingness to complete it)	Desirable
Experience	
Experience working with children	Essential
One year relevant experience in a school setting	Desirable
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Awareness of school security regulations	Desirable
Awareness of basic health and safety principles	Desirable
Understanding of children's playground culture	Desirable
Skills and abilities	
Ability to be firm and calm, and respond quickly to developing situations	Essential
Ability to communicate effectively with other staff and children	Essential
Ability to command respect	Essential
Ability to motivate and encourage pupils	Essential
Work-related personal qualities	
Actively enjoy working with children and is sympathetic to their needs	Essential
Professionally discreet and able to respect confidentiality	Essential
Flexible approach to tasks	Essential
Firm, sensitive and effective approach to pupil discipline	Essential
Enthusiastic and committed	Essential

Ability to work as part of a team	Essential
Ability to listen to advice and act upon support given	Essential
Willingness to undertake relevant training	Essential
Uphold and promote the ethos and values of the school	Essential
Commitment to safeguarding, equality, diversity and inclusion	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 23/05/2023

Postholder's signature:

Date:
