



Job/Person Specification: Lunchtime Supervisor

Location: Broadmeadow Infant and Nursery School

Qualifications and Experience:

Essential:

- Ability to communicate effectively with children and staff.
- Understanding of health and safety and safeguarding protocols.
- Basic literacy and numeracy skills.
- Ability to work as part of a team.

Desirable:

- Previous experience in a similar role or working with children.
- Basic first aid certification (training can be provided).
- Knowledge of child protection and safeguarding procedures.

Skills and Competencies:

Interpersonal Skills:

- Ability to establish positive relationships with children and staff.
- Good listening skills and ability to provide guidance to children.
- Capability to handle challenging behaviour in a calm and constructive manner.

Supervisory Skills:

- Monitor and supervise children effectively in various settings (dining hall, playground, classrooms).
- Encourage positive behaviour and manage conflicts or issues that arise.
- Organise and oversee activities that promote social interaction and play.

Health and Safety:

- Ensure a safe environment for children by being vigilant and proactive.
- Respond promptly to accidents or emergencies, providing basic first aid if necessary.
- Maintain cleanliness and hygiene in the dining and play areas.

Organisational Skills:

- Manage time effectively to cover multiple areas and responsibilities.
- Handle the distribution and organization of lunchtime materials and equipment.
- Ensure prompt and accurate reporting of incidents or concerns to senior staff.

Personal Attributes:

- **Reliability:** Consistent attendance and punctuality.
- **Empathy:** Understanding and caring approach to children's needs and well-being.
- **Patience:** Ability to remain calm and patient in challenging situations.
- **Initiative:** Proactive approach to identifying and addressing potential issues.
- **Flexibility:** Willingness to adapt to different tasks and changing circumstances.
- **Professionalism:** Maintains confidentiality and upholds professional standards in all interactions.
- **Teamwork and Collaboration:** Works well as part of a team, supporting colleagues and contributing to a cohesive environment.

Responsibilities:

- **Supervision:** Oversee students in the dining hall, playground, and other areas during lunchtime.
- **Behaviour Management:** Promote positive behaviour, intervene in conflicts, and manage incidents according to school policy.
- **Health & Safety:** Maintain a safe environment, administer basic first aid, and ensure hygiene standards.
- **Support:** Assist children with their meals and encourage good manners and social interaction.
- **Communication:** Collaborate with teachers and staff to share information about student welfare and behaviour.
- **Activities:** Organize and monitor safe and engaging activities during playtime.

Working Conditions:

- **Environment:** Indoor (dining hall, classrooms) and outdoor (playground) settings.
- **Hours:** Part-time, typically during school lunch hours (11:45 to 1:10pm), term-time only.
- **Physical Requirements:** Ability to stand for extended periods, move around the school premises, and engage in active supervision of children.

Safeguarding:

- Commitment to safeguarding and promoting the welfare of children.
- Successful completion of an enhanced DBS check prior to appointment.
- Participation in child protection and safeguarding training provided by the school.