



Northern Ambition Academies Trust  
Ambition • Bravery • Respect

# Job Description & Person Specification Lunchtime Supervisor



**Northern Ambition**  
Academies Trust  
Ambition • Bravery • Respect

[northernambition.org.uk](http://northernambition.org.uk)

## Our Values

Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults. To do this, we keep the following values at the heart of everything we do:



### Ambition

- We aim high and don't put limits on ourselves or other people.
- We are relentless in assessing our performance and seeking to continuously improve.
- We make the most of the opportunities offered to us to help us achieve our goals.



### Bravery

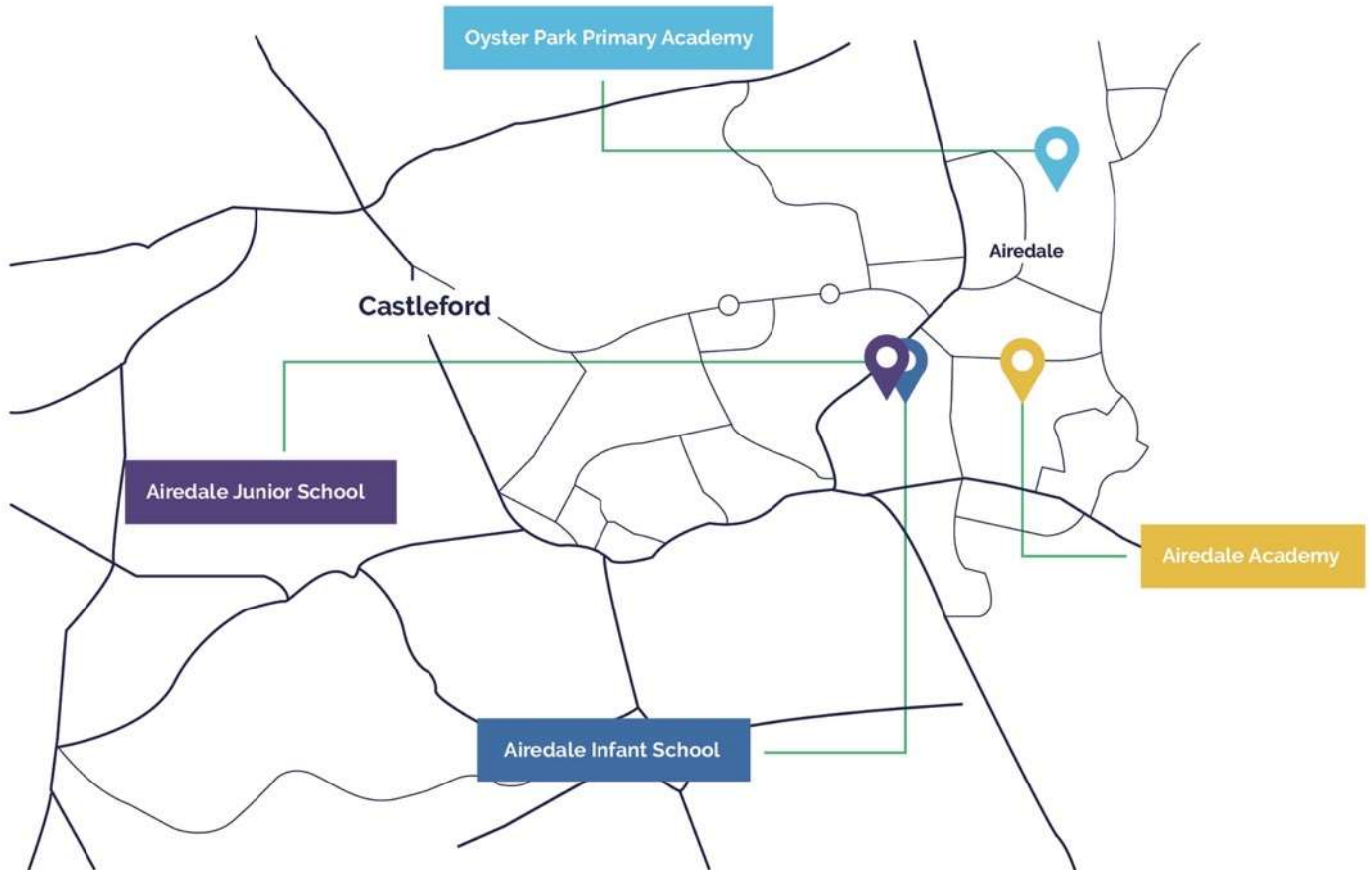
- We try new things and see mistakes as opportunities to learn.
- We don't shy away from tough decisions or difficult situations.
- We don't give up if things are hard.



### Respect

- We think about the impact of our actions on others in the choices we make.
- We value what makes us different and believe everyone has something to contribute.
- We encourage honest, open debate and listen to constructive feedback about how to make things better.

# Our Academies



# Lunchtime Supervisor

---

## Purpose Of The Post

To assist with the supervision of pupils during lunchtime periods.

## Responsible For

- Pupils at the school - looking after the welfare and discipline over the whole of the lunch break.

## Liaising with

Senior Leadership Team, teachers and non-teaching support staff, local authority staff, parents.

## Working Conditions

- The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying
- The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.
- Outdoor working conditions in dry weather & indoor working conditions in wet weather.

## Requirements of the Post

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications - see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- Disclosure relevant to the Childcare Disqualifications Act

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS

# Main (Core) Duties

---

## Key Outcomes/Activities

- To supervise children during meal breaks and to cut up food where appropriate.
- To collect dinner tickets where necessary.
- To supervise queues waiting to enter the dining areas.
- To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.
- To supervise all areas both inside and outside where pupils congregate during lunch time.
- To check that all pupils return to their classrooms.
- To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor.
- To ensure that persons on the premises who are not pupils are authorised.
- To refer any cases of unacceptable behaviour to the Headteacher/ Senior Lunchtime Supervisor.
- Supervise children when washing hands prior to the meal being eaten and assist children to put their coats on (in Nursery, primary, Junior and infant schools)
- Ensuring children's plates are clean and neatly stacked away.
- Cleaning up spillages within the dining area.
- Attend to children who are ill during lunch time - as and when required.
- Report any problems to Senior Supervisor/ Headteacher.
- Other duties commensurate with the grade of the post as directed by the Headteacher.

# Person Specification

## Lunchtime Supervisor

### Essential Criteria

#### Knowledge & Skills

- Willingness to participate in the development and training of pupils
- Basic Numeracy/ Literacy Skills
- Appropriate knowledge of First Aid

#### Experience

- Decision making when to intervene to prevent children injuring themselves or others.
- When to refer cases of unruly behaviour to the Headteacher.

#### Personal Attributes

- Communication Skills
- Team Working Skills
- Supervisory Skills
- Caring Skills
- Very high levels of concentration & alertness required
- Very high levels of emotional demands

# Person Specification

## Lunchtime Supervisor

---

### Desirable Criteria

#### Qualifications

- Support Work in Schools (S.W.I.S.) Level 2
- Level 2 Numeracy/ Literacy or willingness to work towards

#### Knowledge & Skills

- Knowledge of basic hygiene procedures



# Recruitment Process

---

**1**

Advert posted with job description and person specification.

**2**

Candidates invited to look around if desired.

**3**

Shortlisting process.

**4**

Candidates invited to interview, and references requested.

*Interview days may include a task or teaching example depending on the role.*

**5**

Offer made to successful candidate(s).

**6**

Pre-employment checks completed.

**7**

Start date and induction period.



# Northern Ambition Academies Trust

Ambition · Bravery · Respect

01977 664555

[information@northernambition.org.uk](mailto:information@northernambition.org.uk)

[northernambition.org.uk](http://northernambition.org.uk)