



THE BEWDLEY SCHOOL
Learning for Life - Achievement for All

Job Title:	Lunchtime Supervisor
Grade:	Scale 1
Reporting To:	Learner Support Manager
Responsible For:	Learners under their care

Main Purposes of Role:

- To ensure, individually or as part of a team, the welfare and safety of all learners remaining within school grounds or buildings during lunch times.

Key Accountabilities:

- To supervise learners on school premises and grounds.
- To supervise learners who use catering facilities at the school.
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Behaviour Manager & Leadership Team.
- To ensure a safe environment (e.g. by reporting broken glass to the Site Manager).
- To report any minor injuries to the office.
- To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area, picking up litter).
- To watch for intruders on the site during periods of duty.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

General Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Notes:

- This post is subject to a DBS check.
- The school reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.