

JOB DESCRIPTION

Authority: West Berkshire Council	Department/Division: Children & Young People
Post Reference No:	Location: John Rankin Schools
Job Title: Lunchtime Controller	Grade/Salary Range: Grade B

JOB PURPOSE

Lunchtime Controller is responsible for the social, emotional and physical care of children at lunchtime. The main aim is for children to be happy, relaxed, confident and self-disciplined.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Midday Supervisor and Head of School.

MAIN DUTIES AND RESPONSIBILITIES

- Preparation of dining area in readiness for dinners.
- Cleaning hall when children have finished.
- Supervising children to their classrooms at the end of the lunch break.
- Comforting children when upset.
- Dealing with minor cuts/bruises.
- Ensuring all injuries are referred to first aid.
- Accidents reported to class teacher.
- Injuries (more serious) referred to Head of School.
- Reinforcing social skills at mealtimes, proper use of cutlery and good table manners through positive encouragement.
- Helping children in their classrooms at wet break.
- Supervise and encourage children to play a range of games.
- Encourage children to uphold golden rules throughout lunchtime.
- Supervising children in their classrooms at wet break.

EXTRA RESPONSIBILITIES

SCOPE OF JOB

None