

Job Description and Person Specification

Job title	Lunchtime Controller
School	John Rankin Schools
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.

MAIN DUTIES AND RESPONSIBILITIES

- Assist children in washing etc. in preparation for taking their midday meal and afternoon lessons
- Monitor the children's activities prior to, during and after the lunch time meal as required
- Assist in the preparation for, and tidying up after, the lunch time meal
- Assist in the conveyance of children between school buildings
- Report accidents to the duty member of staff and where necessary seek the advice and support of a first aider
- Alert headteacher to any health and safety concerns relating to lunchtime activities
- Undertake other related duties as directed by the Lunchtime Supervisor, Class Teacher or the duty member of staff.
- Interact and support the children during playtime
- 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
- Comply with school health and safety policies, procedures and rules

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

No budget responsibility or line management responsibility.

PERSON SPECIFICATION	Essential/ 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
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