

# Lunchtime Supervisor

## Person Specification

The successful candidate will be able to demonstrate the following:

- Enjoyment of working with children and the ability to control and supervise them
- Take pride in a job well done, committed to achieving high standards of cleanliness
- Good observation and communication skills
- Patience
- Punctual and reliable
- Trustworthy, maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information
- Initiative and the ability to work without supervision, but as part of a team
- Displays commitment to the protection and safeguarding of children and young people.

## Job Specification

Reports to: Deputy Head

Lunchtime supervisors have a range of duties and responsibilities:

- Effectively supervising the day students in the two base lounges
- Dealing with misbehaviour and reporting any problems to a member of Senior Leadership Team (SLT)
- Ensuring the lounges are kept clean and tidy
- Ensure good health and safety regulations are adhered to at all times, for example, cleaning up spillage and reporting any issues
- Being aware of responsibilities under child protection legislation, and reporting concerns to DSL
- To record and report all accidents by following company procedures
- To carry out all reasonable duties as requested by any member of SLT

Old Swinford Hospital School is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.