



## WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	Lunchtime Controller	<b>Job ref:</b>	SCH 140
<b>School:</b>	Whiteknights Primary School	<b>Salary:</b>	£3,160 pa £9.74/hour
<b>Reports To:</b>	Lunchtime Supervisor		
<b>Grade:</b>	3 Fixed SCP 5 (i.e. no increments)		
<b>Employment Status:</b> Permanent			
<b>Hours of Work:</b> Part Time – 7.5 hours per week (1.5 hours per day Monday-Friday). Term Time Only			
<b>Job Purpose:</b> To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.			
<b>Departmental/Team Purpose:</b> The purpose of the school is to meet the educational needs of children and young people within the local community.			
<b>Organisation Chart:</b> <pre>graph TD;     HT[Headteacher] --&gt; SB[School Business];     HT --&gt; L1[Lunchtime];     L1 --&gt; L2[Lunchtime];</pre>			

<b>Scope</b>	
<b>Financial Accountabilities:</b>	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder)	
Budgets monitored on day-to-day basis:	
<b>Staff Responsibilities:</b>	NONE
Number of employees managed/supervised:	
Number of FTE (Full Time Equivalent) employees managed/supervised:	
<b>Management of Physical Assets:</b>	NONE
Nature of physical assets directly controlled, (e.g. children's home):	
Details of service contracts managed:	

<b>Summary of Main Contacts:</b>
<ul style="list-style-type: none"> <li>▪ Pupils;</li> <li>▪ Teachers;</li> <li>▪ Governors;</li> <li>▪ Other school staff;</li> <li>▪ Other professionals;</li> <li>▪ Parents;</li> <li>▪ LA.</li> </ul>

<b>Safeguarding statement:</b>
<p>We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:</p> <ul style="list-style-type: none"> <li>• providing a safe environment for children and young people to learn in;</li> <li>• identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.</li> </ul>

<b>Main Tasks/Accountabilities</b>
1. Focus on delivering an enjoyable and safe lunchtime experience to our pupils at all times.
2. Supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
3. Assist with putting out tables and chairs for lunch.
4. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch, as the lunch session progresses and that the hall is clean and tidy for the afternoon school session. To ensure that children put their dirty plates and cutlery in the correct place.
5. Monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour. Ensure that the behaviour policy is understood and implemented on a daily basis.
6. Encourage socially acceptable behaviour both at the table and at play.
7. Encourage, but not force, reluctant eaters.
8. Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
9. To deal with minor accidents and Administer First Aid as required and in accordance with the school's policy. To ensure that accidents are recorded and reported to teaching staff in accordance with the school's policy.
10. Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the lunchtime supervisor. To ensure that lunchtime controllers move around the playground and supervise the pupils at all times.
11. Comply with the school's safeguarding policy at all times, particularly in relation to use of toilets and not using mobile phones while on duty.
12. Observe Health and Safety regulations relating to the school at all times. To ensure that food or water spilt onto the floor is cleared up promptly. To ensure that appropriate footwear is worn and that suitable clothing is worn in the winter for outdoor supervision of pupils.
13. Retain the confidentiality on all aspects of school life.
14. Attend/ complete safeguarding and other training to be decided at the discretion of the Headteacher.
15. To behave professionally and work effectively as part of the wider lunchtime team, including Harrison's catering staff.
16. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

# PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<b>Knowledge/Qualifications:</b> <ul style="list-style-type: none"><li>• NVQ Level 2 or equivalent;</li><li>• Knowledge of First Aid – desirable but not essential;</li><li>• Knowledge of Health and Safety – desirable but not essential.</li></ul>
<b>Skills/Abilities:</b> <ul style="list-style-type: none"><li>• Ability to work professionally within a team working environment;</li><li>• Ability to use own initiative;</li><li>• Excellent communication skills and interpersonal skills;</li><li>• Confidentiality at all times;</li><li>• An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li></ul>
<b>Experience:</b> <ul style="list-style-type: none"><li>• Some experience of working/dealing with children desirable.</li></ul>
<b>Personal Qualities:</b> <ul style="list-style-type: none"><li>• Takes pride in work and delivering a service to our pupils;</li><li>• Enjoy working and being with children;</li><li>• A caring and flexible approach to work;</li><li>• A good listener and sensitive to pupils needs;</li><li>• A sense of responsibility;</li><li>• A good sense of humour.</li></ul>
<b>Special Factors:</b> <ul style="list-style-type: none"><li>• Midday working hours Monday-Friday;</li><li>• Leave to be taken outside of term time;</li><li>• Online completion of safeguarding and other training modules.</li></ul>

Signed by:

Date: