



**BURY CATHOLIC PREPARATORY SCHOOL**  
**PERSON SPECIFICATION-LUNCHTIME SUPERVISOR**

**Accountable to:** Head teacher  
**Immediately responsible to:** Senior lunchtime supervisor

**This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

**MAIN PURPOSE OF JOB:**

To be responsible for securing and maintaining the safety, welfare and conduct of the children in the dining room, playground and circulation areas during the midday break period, and to assist with the clearing and cleaning of the hall and dining equipment

**MAIN DUTIES AND RESPONSIBILITIES:**

**Main Duties:**

- To supervise pupils when they are washing their hands before lunch
- To supervise pupils when they are eating their meals encouraging children to consume their food, and cutting food up/opening packets etc
- To supervise pupils' general conduct in the classroom, corridors, dining room and the playground, hall and the playground.
- To be vigilant in respect of health and safety issues- eg ensuring that slip or trip hazards such as wet floors are dealt with immediately and safely e.g. ensuring that slip or trip hazards such as wet floors are dealt with properly.
- To promote cooperative behaviour and engage the pupils in positive play activities.
- To show awareness of the importance of security and to ensure that visitors are authorised or directed to the school office.
- To ensure that, in the event of an accident, the situation is assessed and an appropriate first aider is alerted, the incident is recorded appropriately, and the class teacher informed
- To be familiar with information provided regarding pupils' lunch arrangement including information on food allergies
- To advise the Senior Lunchtime Supervisor of any issues with menus, food quality or children's eating habits. Class teachers to be advised of any issues with the latter.
- To assist with setting up/clearing of the dining room (including putting up/away tables, sweeping/mopping the floor, loading the dishwasher and washing/drying the pots and lunch tins
- To read, understand and adhere to the school's policies on behaviour, anti-bullying, healthy eating and safeguarding (amongst other relevant policies)
- To participate in job related training as required in own time

**The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.**

**SALARY RANGE & WORKING TIME**

11.50am - 1.20pm (7.5 hours per week) £2214 pa, split in to 12 monthly installments. Term time only, with the opportunity to work overtime in our out of school club during term time and holidays

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<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
A first aid qualification	D	A
A qualification/successful completion of a training course in working with children	D	A
Any further education/training relevant to the post	D	A
<b>KNOWLEDGE/EXPERIENCE</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>EVIDENCE</b>
Experience of working in a team	E	AF/R/I
Experience of working with children and families in a school setting	D	AF/R/I
<b>PERSONAL SKILLS AND ATTRIBUTES &amp; JOB RELATED KNOWLEDGE</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>EVIDENCE</b>
An ability to show initiative and apply effective strategies to deal with situations which may arise in school e.g. taking appropriate action if it starts raining or dealing with a disagreement between children	E	AF/I/R
Warmth and sensitivity, kind and caring, and a sense of humour.	E	AF/I/R
A commitment to teamwork	E	AF/I/R
Good communication skills with the ability to communicate effectively with children, parents and colleagues	E	AF/I/R
A knowledge of different playground games and activities and an ability to engage children in cooperative play	D	AF/I/R
Commitment, enthusiasm, integrity and reliability.	E	AF/I/R
Flexibility and a willingness to learn; a genuine commitment to inclusion for all	E	AF/I/R
Positive and optimistic	E	AF/I/R
Good interpersonal skills	E	AF/I/R

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

Applicants will be required to complete an enhanced Police check which will be carried out through the Disclosure and Barring Service. The School will seek two references, normally prior to the interview.

**Please complete the application form and, along with a supporting statement return to:**

Emma Howard  
Head of Prep  
Bury Catholic Preparatory School  
Arden House  
Manchester Road  
Bury BL9 9BH  
[head@burycatholicprepschool.co.uk](mailto:head@burycatholicprepschool.co.uk)

**POST REQUIRED TO START ASAP**