



**WOKINGHAM  
BOROUGH COUNCIL**

**WOKINGHAM BOROUGH COUNCIL  
JOB DESCRIPTION**

|  |  |                 |         |
|--|--|-----------------|---------|
| <b>Job Title:</b>  | Lunchtime Controller                   | <b>Job ref:</b> | SCH 140 |
| <b>School:</b>   | Bearwood Primary School                | <b>Salary:</b>  |         |
| <b>Reports To:</b>   |  |                 |         |
| <b>Grade:</b>  | 3 Fixed SCP 14<br>(i.e. no increments) |                 |         |
| <b>Employment Status:</b><br>Permanent – Term Time Only  |  |                 |         |
| <b>Hours of Work:</b><br>Part Time - 5 hours per week  |  |                 |         |
| <b>Job Purpose</b><br><br>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><br><br>The purpose of the school is to meet the educational needs of children and young people within the local community.   |  |                 |         |
| <b>Organisation Chart:</b><br>Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:<br><br><div style="text-align: center;"><pre>graph TD; SBM[SBM] --&gt; LS[Lunchtime Supervisor]; LS --&gt; LC[Lunchtime Controller];</pre></div> |  |                 |         |

**Scope****Financial Accountabilities**

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

**Staff Responsibilities**

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

**Management of Physical Assets**

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

**Summary of Main Contacts.**

- Pupils
- Teachers
- Governors
- Other school staff
- Other professionals
- Parents
- LEA

**Safeguarding statement**

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:

- providing a safe environment for children and young people to learn in
- 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.

## **Main Tasks/Accountabilities**

| List up to ten <b>key</b> tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required   | <b>Approximate % of working time spent</b> |
|---|--|
| 1. To 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.   |  |
| 2. Assist with putting out tables and chairs for lunch.   |  |
| 3. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.  |  |
| 4. To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.  |  |
| 5. 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.  |  |
| 6. Administer First Aid as required   |  |
| 7. Ensure that all accidents are recorded in the accident book and reported to the Mid-day Supervisor in order that any appropriate action may be taken.  |  |
| 8. 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 midday supervisor. |  |
| 9. Observe Health and Safety regulations relating to the school at all times.   |  |
| 10. Retain the confidentiality on all aspects of school life  |  |
| 11. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.   |  |
|   | <b>100%</b>                                |

## 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.

**Knowledge/Qualifications:** (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ Level 2 or equivalent (Desirable)
- Knowledge of First Aid
- Knowledge of safeguarding, health and safety and equal opportunities

**Skills/Abilities:** Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Ability to work within a team working environment
- Ability to understand and apply instructions
- Excellent communication skills and interpersonal skills
- Confidentiality at all times
- To have the ability to relate to pupils and deal with them patiently and firmly using positive strategies in line with the school behaviour policy.
- An ability to read, write and speak English with confidence and accuracy, using accurate sentence structures and vocabulary.
- The ability to form and maintain appropriate relationships and personal boundaries with pupils, staff and parents.
- Have a basic understanding of how play can contribute to child development.
- To have an understanding of the educational and social needs of children and the importance of the school meal and the mid-day break in relation to these.

**Experience:** type, level and length.

- To have experience of supervising children in a paid or unpaid capacity

**Personal Qualities:** or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- Enjoy working and being with children
- A caring and flexible approach to work
- A good listener and sensitive to pupils needs
- A sense of responsibility
- A good sense of humour

**Special Factors:** e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

- Be willing to participate in relevant training and development
- To have the required level of fitness to meet the physical demands of the post