



ALTRINCHAM PPREPARATORY SCHOOL
Early Years Lunchtime Supervisor Job Description

Purpose and objectives of the post:

To monitor and oversee the safety, welfare and good behaviour of the boys throughout the school premises during the lunchtime period.

Accountable to: The Board of Governors and the Headmaster

Immediately responsible to: The Business Operations Manager

Duties/Responsibilities:

To include, but not be limited to, the following as well as any other duties reasonably requested by the Business Operations Manager or Headmaster.

Dining Hall

- Supervise and assist the boys during their lunch, e.g. cutting up food if needed and showing them how to use their cutlery properly
- Ensure standards for healthy eating and table manners are maintained

Playground/Wet Play Areas

- Supervise and monitor behaviour in the playground or other designated areas during indoor play
- Lead the children in the establishment of suitable activities
- Maintain checks throughout the lunchtime period to ensure pupils are safe
- Put out appropriate play equipment for the boys ensuring items are stored safely at the end of the lunchtime period

Health and Safety

- Be aware of and follow the school's safeguarding, fire and other emergency procedures
- Administer basic first aid when needed, ask for help with more serious accidents
- Report and record all accidents and incidents in accordance with school policy
- Ensure the school's health and safety policy is abided by
- Be aware of any health and safety issues e.g. keeping all gates closed to ensure safety of boys