



Newland House School

Lunchtime supervisor

Job description

The lunchtime supervisor is responsible for helping to ensure that lunchtimes at Newland House run smoothly and that children are safe and enjoying themselves. The job will entail:

- To be in the Dining Hall as one of the adults supervising lunchtime for children
- To monitor children's eating habits and encourage them to eat enough and try new food
- To help to promote suitable table manners for all children
- To work closely with the catering team to ensure that food is served in a calm and effective manner
- To manage the lunchtime routine for all year groups to help ensure that things run to time
- To help the catering team to clean tables and chairs
- Promote good behavior using the School's reward and sanctions procedure
- To look out for children who are upset and actively help them to feel better
- To administer basic first aid to any children who have an accident and are hurt (training will be provided if needed)
- To pass any relevant pastoral or safeguarding information that you have about a child on to the Designated Safeguarding Lead (DSL)

Person specification

Essential

- Good basic education to GCSE level in literacy and numeracy, or the equivalent
- Prior experience working with children
- Accept and respond to authority and supervision
- Work with guidance, but under limited supervision
- Liaise and communicate effectively with others
- Demonstrate good organisational skills
- Communicate effectively
- Demonstrate Initiative
- Reliable and punctual
- Be First Aid Qualified or willing to train

Desirable

- Experience in a similar role
- Experience of working in an Independent School