

Alder Grove Church of England Primary School

Lunchtime Controller Job Description	Grade: 3 SCP 5
Hours of work: 7 hours and 30 mins/week	£23,500 (FTE), Actual salary per year: £3,974
Work Pattern: Monday to Friday – 11.30am to 1.00pm	Employment status: Term Time/Permanent
<p>Job Purpose: To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.</p>	
<p>Team Purpose: To ensure the health and safety of all children during the lunch break and ensure the provision of engaging activities within the given guidelines and to promote the Alder Grove Key Code so that there are positive relationships within the school community.</p>	

Summary of Main Contacts:

- Pupils
- School Leadership Team, Teachers and other school staff
- Governors
- Other professionals

Main Tasks/Accountabilities:

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 when needed. Clear away spillages during lunchtime. Assist with clearing away the area, inside and out, in time for the afternoon school session.
3. To encourage all children to make positive choices and behave well.
4. 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.
5. Administer appropriate First Aid as required and ensure that all accidents are recorded in the accident book, in order that any appropriate action can be taken.

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| <p>6. Ensure all children are engaged in suitable activities. Lead play 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/School Leadership Team.</p> |
| <p>7. Observe Safeguarding procedures and Health and Safety regulations relating to the school at all times.</p> |
| <p>8. Retain the confidentiality on all aspects of school life.</p> |
| <p>9. Any other duties that reasonably fall within the scope of the post.</p> |