School:	St Paul's Church of England Junior School
Responsible to:	Lunchtime Supervisor
Grade:	Grade 3, Point 5 £10.01 per hour in accordance with Local Government Pay Scales

Job Purpose

- To ensure the smooth operation of lunchtime breaks.

Main Duties

- To supervise and ensure the welfare of the children during the lunchtime break, both inside and outside the building. In wet weather to supervise the children inside the school.

- To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.

- Administer First Aid as required and ensure that all accidents are recorded in the accident book.

- Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situation 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.

- Observe Health & Safety regulations relating to the school at all times.

- Retain the confidentiality on all aspects of school life.

St Paul's C of E Junior School
Person Specification – Lunchtime Controller

Attributes	Essential	Desirable
Experience	Some experience of working with children	
Skills / abilities	Excellent communication and interpersonal skills	
	Confidentiality at all times.	
Education and Training		NVQ Level 3 or equivalent.
		Knowledge of Health and Safety
		Knowledge of First Aid
Personal Qualities	Enjoy working and being with children.	
	Caring and flexible approach to work.	
	A good listener and sensitive to pupils needs.	
	A sense of responsibility	
	Good sense of humour	

Essential ~ without which a candidate would be rejected.

Desirable ~ useful for choosing between two strong candidates

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.