



Crazies Hill Primary School

Job Title:	Lunchtime Controller	Job ref:	SCH 140
School:	Crazies Hill CofE Primary	Salary:	£19,650 pro rata term time only £10.21 / hour
Reports To:	Head Teacher		
Grade:	3 Fixed SCP 5 (i.e. no increments)		
Employment Status: Permanent			
Hours of Work: Part Time – 1.16 hours per day 12.00 – 1.10 pm Up to 5 days available			
Job Purpose To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.			
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.			

Scope

Supervision of the children both inside and outside the Hall during lunchtime. Maintain discipline by exercising careful control referring any behavioural matters to the Head Teacher or a Class Teacher.

Summary of Main Contacts

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

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

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. To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
3. 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.
4. Administer First Aid as required and note any treatment given on the record in the first aid cupboard.
5. Ensure that all accidents are recorded in the accident book and reported to the School Office in order that any appropriate action may be taken.
6. 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 a member of teaching staff.
7. Observe Health and Safety regulations relating to the school at all times.
8. Retain the confidentiality on all aspects of school life.
9. Any other duties that reasonably fall within the scope of the post which may be allocated after consultation with the postholder.

Any offer of employment is subject to satisfactory references and an enhanced DBS check will be carried out.