

# ST AGATHA'S CATHOLIC PRIMARY SCHOOL



St Agatha's Drive  
Kingston upon Thames  
Surrey  
KT2 5TY

## JOB DESCRIPTION

<b>Responsible to:</b>	Assistant Headteacher (line manager)
<b>Important functional relationships:</b>	Children Other School Meals Supervisory Assistants Other staff
<b>Important external relationships:</b>	Parents

*St Agatha's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

*At all times staff must have due regard for the Catholic character and nature of the school and not do anything prejudicial or detrimental to the same.*

### Main Purpose of the Job

To supervise children in the lunch hall and playground, during lunchtimes, ensuring that they: are behaving, are safe and are eating their lunch, and to ensure that the hall lunch routines are running smoothly.

### Main Responsibilities of the Job

1. Supervise the children in the dining hall, ensuring that lunchtime in the hall is a positive and calm experience.
2. Be committed to safeguarding and promoting the welfare of children at all times.
3. Monitor children's health and well-being.
4. Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
5. Prepare and pack away the dining arrangements and ensure any spilt food, water, etc. is cleared up to prevent accidents:
  - Before lunch: set out tables and extra chairs; fill up cups of water for the infants; place class labels onto tables before classes enter the hall.
  - During lunch: monitor children moving to their seating arrangements; assist children with eating their lunch; assist children who have their hand up; check that children have finished their lunch before they leave the table; encourage children to eat more if they have not eaten enough; wipe down tables before the next class is due to be seated; place class labels onto tables for next class; monitor/assist children throwing scraps away, placing their cups, etc. in the right section of the trolley.
  - End of lunch: wipe down the tables; pack away the tables and chairs; sweep and mop the floor
6. During wet play, supervise children in classrooms (according to rota).
7. Ensure that children with special diets are identified and known to you.
8. Establish good relationships with children and staff, and treat all colleagues and children in a courteous and helpful manner, challenging racism and discriminating behaviour.
9. Attend occasional team meetings.
10. Identify training needs and engage in training activities.
11. Participate in performance reviews and respond to actions required.
12. Abide by school regulations including health and safety, security.

You may be required to perform additional duties as directed by the assistant headteacher, headteacher and school governors to suit the needs of the school.