

JOB DESCRIPTION

Authority: West Berkshire Council	Department/Division: Education
Post Reference No:	Location:
Job Title: Lunchtime Controller	Grade/Salary Range:

JOB PURPOSE

To ensure the safety, welfare and good conduct of pupils during the midday break periods, in accordance with the practices and procedures of the Local Authority. The postholder will normally work as part of a team and will always be under the direction of either the Midday Supervisor, Headteacher or their designated officer.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This is a post within the structure of the majority of Primary and Secondary schools in the authority. It is directly supervised by the Midday Supervisor.

MAIN DUTIES AND RESPONSIBILITIES

- 1. Supervision of pupils in the dining areas, playground or other parts of the school premises.**
- 2. To ensure standards of behaviour are maintained**
- 3. To assist in dealing with problems arising from unruly behaviour and report such matters to the Headteacher or the Midday Supervisor.**
- 4. To assist with associated ancillary duties (eg setting up tables, cleaning up spillages, ensuring tables are clean etc)**
- 5. To carry out other duties relating to lunchtime supervision as required by the Headteacher or the Midday Supervisor.**
- 6. To ensure that school security regulations re upheld**
- 7. To change clothes, clean and care for the personal cleanliness of the children as appropriate.**
- 8. To apply First Aid when necessary.**
- 9. Any other duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the postholder.**

SCOPE OF JOB (Budgetary/Resource control, impact)

No supervisory responsibilities

No responsibility for the budget