



Mylnhurst

Preparatory School and Nursery

 Mylnhurst
Campus Group

MOTIVATE. ENGAGE. INSPIRE.

Lunchtime Supervisor
Job Description and
Person Specification

Job Description:

- effective supervising pupils in the dining hall and other parts of the school
- helping pupils with a variety of tasks, such as cutting up their food and changing clothes
- cleaning up spillages and sickness
- helping to clear away food and stack tables and chairs after pupils have left the dining hall
- ensuring pupils keep out of areas that are out of bounds, and don't leave the school premises
- dealing with misbehaviour and reporting any problems they are unable to resolve to the duty teacher or head teacher
- tending to pupils who are sick or injured, ensuring they receive appropriate medical attention, and reporting any serious accidents
- being aware of responsibilities under child protection legislation, and reporting concerns to the DSL or Headmistress
- assisting with play activities if required.

Please note that this job description is not exhaustive and you are required to carry out other duties in line with your role. This job description may be reviewed in the future.

Person Specification:

- enjoyment of working with children and the ability to control and supervise them
- patience
- the ability to stay calm
- good communication skills
- the ability to work as part of a team

Mylnhurst will provide the safeguarding, child protection and first aid training required by the role. The successful candidate will be willing to undertake this and any other training the school deems necessary.