

Job Description: Lunchtime Controller

Job Title: Lunchtime Controller

Location: Oldfield Primary School

Reports to: Headteacher / Senior Leadership Team / Lunchtime Supervisor

Hours: Term-time only, during the school lunch period 12:00 - 13:15, Monday - Friday

Job Purpose

To supervise and support pupils during the lunchtime period, ensuring their safety, well-being and positive behaviour. The Lunch Controller will help create a safe, happy and inclusive environment where children can enjoy their lunch and recreational time.

Key Responsibilities

Supervision and Safeguarding

- Supervise pupils in the dining hall, playground and other designated areas during lunchtime.
- Ensure the safety, welfare and safeguarding of all pupils at all times.
- Follow school safeguarding, health and safety, and behaviour policies.
- Report any concerns regarding pupil welfare, behaviour or safety to the appropriate member of staff.

Behaviour Management

- Promote positive behaviour and encourage pupils to follow school values (respect, kindness and resilience) and expectations.
- Support children in developing positive relationships and social skills.
- Resolve minor disagreements and conflicts fairly and calmly.
- Refer more serious behavioural incidents to senior staff as appropriate.

Dining Hall Duties

- Supervise pupils while they eat their lunch.
- Encourage good table manners and healthy eating habits.
- Assist younger children with opening food packaging, cutting up hot dinner food and managing their meals where necessary.
- Help maintain a clean, orderly and pleasant dining environment.
- Support with cleaning and putting away of benches at the end of lunchtime.

Playground Supervision

- Monitor pupils during outdoor play and ensure activities are safe and inclusive.
- Encourage participation in positive play activities.
- Support pupils who may be lonely, upset or require additional assistance.
- Ensure playground equipment is used appropriately and safely.
- Support with tidying away of playground equipment where necessary.

General Duties

- Attend training and meetings as required.
- Undertake Medical Tracker training to support First Aid injuries.
- To upload any First Aid incidents to Medical Tracker and administer First Aid where appropriate.
- Undertake annual Safeguarding and FGM training to support and safeguard all pupils.
- Work cooperatively with teaching and support staff.
- Maintain confidentiality regarding pupils, families and school matters.
- Undertake any other duties appropriate to the role as directed by the Headteacher.

Person Specification

Essential Requirements

- Ability to work positively with children of primary school age.
- Good communication and interpersonal skills.
- Calm, patient and approachable manner.
- Reliable, punctual and able to work as part of a team.
- Understanding of the importance of safeguarding children.
- Ability to follow school policies and procedures.

Desirable Requirements

- Previous experience working with children in a school or childcare setting.
- Basic First Aid qualification.
- Experience of promoting positive behaviour in children.

Personal Qualities

The successful candidate will:

- Enjoy working with children.
- Be caring, friendly and supportive.
- Good sense of humour.
- Flexibility in working in different playgrounds and to be directed by a member of the Senior Leadership Team where necessary.
- Demonstrate good judgement and common sense.
- Be able to remain calm under pressure.
- Show commitment to the school's values and ethos.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to an Enhanced DBS check and satisfactory pre-employment checks.