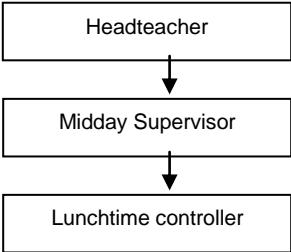


WOKINGHAM DISTRICT COUNCIL JOB DESCRIPTION

Job Title:	Lunchtime Controller	Job ref:	SCH 140
School:	Loddon Primary	Salary:	£3,179 per annum Hourly rate £8.69
Reports To:	Midday supervisor		
Grade:	3 Fixed SCP 14 (i.e. no increments)		
Employment Status: Permanent			
Hours of Work: Part Time – Monday-Friday 11.30-13.15			
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.			
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section - example boxes and lines have been supplied below:			
 <pre> graph TD A[Headteacher] --> B[Midday Supervisor] B --> C[Lunchtime controller] </pre>			

Scope**Financial Accountabilities**

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

Summary of Main Contacts.

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

Main Tasks/Accountabilities	Approx% of working time spent
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. Assist with putting out and putting away tables and chairs for lunch.	
3. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.	
4. To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.	
5. 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.	
6. Administer First Aid as required	
7. Ensure that all accidents are recorded in the accident book and reported to the Mid-day Supervisor in order that any appropriate action may be taken.	
8. 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 the midday supervisor.	
9. Observe Health and Safety regulations relating to the school at all times.	
10. Retain the confidentiality on all aspects of school life	
11. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.	
	100%

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) - What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ Level 2 or equivalent
- Knowledge of First Aid
- Knowledge of Health and Safety

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Ability to work within a team working environment
- Excellent communication skills and interpersonal skills
- Confidentiality at all times

Experience: type, level and length.

- Some experience of working/dealing with children

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- Enjoy working and being with children
- A caring and flexible approach to work
- A good listener and sensitive to pupils needs
- A sense of responsibility
- A good sense of humour
- A positive attitude

Special Factors: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc