

Finchampstead Church of England (Aided) Primary School

Lunchtime Controller – Job Description

Safeguarding

Finchampstead Church of England (Aided) Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Purpose of the Role

To be responsible for the safety, welfare, care and supervision of children during the lunch period both while eating their meal and in the playground.

Main Tasks/Accountability

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	Instigate and promote the playing of games during the lunch period.
3	Assist the children in the dining room and encourage healthy eating.
4	Supervise and help children to be responsible for the clearing up of the games and toys used during the lunch period.
5	To monitor the behaviour of the children at all times, in conjunction with the school's Behaviour Policy.
6	Assist the children with the times and locations of any lunchtime activities and ensure that they have returned to their classroom for the afternoon session.
7	Administer First Aid as required.
8	Ensure that all accidents are recorded in the accident book and copies given to the Headteacher in order that any appropriate action may be taken.
9	Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern. Take appropriate action to resolve these issues and report them to the class teacher.
10	Observe Health and Safety regulations relating to the school at all times.
11	Retain the confidentiality on all aspects of school life.
12	Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.