



Kings Heath Secondary School
Lunchtime Supervisor
Job Description
Grade: GR2

Job Purpose

To ensure, individually and as part of a team, the welfare and safety of all students in school grounds/buildings during lunchtime.

- 1.1 To provide a First Aid service for students during their break time.

2. Key Responsibilities

- 2.1 To supervise students on school premises and grounds
- 2.2 To supervise learners who use catering facilities at the school
- 2.3 To use initiative in monitoring events occurring on the school premises and grounds
- 2.4 To ensure a safe environment.
- 2.5 Use cleaning materials as appropriate, and according to their instructions for use
- 2.6 To report any damages to school property or other relevant matters to the Site Team
- 2.7 To undertake any relevant training as required
- 2.8 To comply with the requirements of the health and safety at work regulations

- 2.9 To take reasonable care for the Health and Safety of themselves and for others
- 2.10 To co-operate with the employer in ensuring that health and safety responsibilities are carried out
- 2.11 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.12 To ensure all tasks are carried out with due regard to Health and Safety
- 2.13 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.14 To adhere to the ethos of the school
 - 2.14.1 To promote the agreed vision and aims of the school
 - 2.14.2 To set an example of personal integrity and professionalism
 - 2.14.3 Attendance at appropriate staff meetings and parents evenings

3. Supervision Received

Supervising Officer's Job Title: _____

- 3.1 Level of supervision:
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

4.1 Special Conditions

4.2 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience	Relevant experience of cleaning	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: C Holmes

Date: 12.03.25
