

Oaklands Infant School

Job description & Person Specification



Job Details	
Job Title	Lunchtime Controller (LTC)
Working pattern	Term time only Monday to Friday 12pm-1.20pm 6 Hours 40 Minutes per week
Contract	Permanent
Salary	Grade 3 SCP 5 FTE: £23,500 Hourly: £12.18
Reporting to	Lunchtime Supervisor

Job description

Main purpose
<p>The LTC will:</p> <ul style="list-style-type: none"> • Supervise and ensure the welfare of the children over the lunchtime session • Promote good manners and encourage the children to eat their lunch • Monitor behaviour and assist the children with playground activities.

Organisational Structure
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Headteacher</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Office Manager</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Lunchtime Supervisor</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Lunchtime Controllers</div> </div>

Duties and responsibilities

- Assist with putting out tables and chairs for lunch.
- To ensure high standards of cleanliness and hygiene.
- To encourage the children to eat a sensible amount of food.
- Ensure that the tables and areas are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon session.
- To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
- 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.
- Administer First Aid as required. (Training will be provided)
- Ensure that all accidents are recorded in the accident book and reported as per the accident policy.
- 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 Lunchtime Supervisor.
- Observe Health and Safety regulations relating to the school at all times.
- Retain the confidentiality on all aspects of school life.
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

The LTC will be required to safeguard and promote the welfare and wellbeing of children and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Lunchtime Controller will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person Specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• GCSEs at grades 9 to 4 (A* to C) including English and maths
Skills and knowledge	<ul style="list-style-type: none">• Good organisational skills• Ability to build effective working relationships with adults and pupils• Skills and expertise in understanding the needs of all pupils• Positive behaviour management• Excellent verbal communication skills• Active listening skills• Ability to remain calm in stressful situations• Knowledge of guidance and requirements around safeguarding children
Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil's wellbeing and equality