



'We care, we learn, we achieve'

Shinfield Infant and Nursery School

School Green, Shinfield, Reading, RG2 9EH

Phone: 0118 9883389

e-mail: admin@shinfield.wokingham.sch.uk

Website: www.shinfieldschools.co.uk

Headteacher: Mrs Nicky Lauchlan BA Ed Hons NPQH

JOB DESCRIPTION

Job Title:	Lunchtime Controller	Job Ref:	SCH 140
School:	Shinfield Infant & Nursery School	Salary:	£13.26 per hour
Reports To:	Head Teacher		
Grade:	3 – Sp 5		
Employment Status: Permanent			
Hours of Work: 5 hours a week – term time only			
Job Purpose: To supervise and ensure the welfare of pupils during the lunchtime period, both while eating their meal and in the playground. (If wet, in classroom or hall).			
Departmental/Team Purpose: To meet the educational needs of children within the local community.			
Organisation Chart:			
<pre> graph TD A[Headteacher] --> B[Class Teacher] B --> C[Lunchtime Controller] C --> D[Pupils] </pre>			

Safeguarding statement



Shinfield Infant and Nursery School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

- To supervise and ensure the welfare of pupils during the lunch break both inside and outside the building. In the case of wet weather, supervise the pupils inside the school/classroom as directed.
- Clean tables before and after lunch.
- Monitor the behaviour of pupils at all times, in conjunction with the school's policy on discipline and behaviour.
- Assist pupils with the times and locations of any lunchtime activities and ensure that they return on time to their classrooms for the afternoon session.
- Administer first aid as required.
- Ensure that all accidents are reported to the class teacher and recorded in the accident book so that appropriate action may be taken.
- When out on the playground (or in class on wet days) ensure that all pupils are engaged in appropriate activities and are using equipment properly. Initiate and teach new playground games.
- Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying, child protection etc. Report these issues to the class teacher.
- Follow the school's rules regarding health and safety.
- Retain confidentiality on all aspects of school life.
- Attend training as required to carry out this post responsibly.
- Attend meetings, as requested.
- Undertake any other duties that reasonably fall within the overall responsibilities of the post or at the reasonable request of the Headteacher.



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 would be advantageous.
- Knowledge of First Aid and Health and Safety would be preferable

Please note, first aid training will be provided for the successful applicant.

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 and also able to work independently
- Excellent communication skills and interpersonal skills
- Ability to follow strict health and safety regulations
- Ability to follow strict rules for the safeguarding of children
- Ability to retain confidentiality at all times

Experience: type, level and length.

- Experience of working with children aged 4 to 7
- Experience of working within a school environment

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.

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to children's needs
- A sense of responsibility
- Positive behaviour management and ability to help children resolve conflicts
- Flexibility and willingness to use initiative
- Enthusiasm for working with children
- Patience, kindness and commitment to the well-being of children
- Passionate about making lunchtimes the best and most enjoyable experience possible for the children

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

None

