

COLLEGE TOWN PRIMARY SCHOOL

Job Description

Lunchtime Controller

- 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.
- Ensure that the tables and the area are clean and clear of rubbish after lunch for the children to begin the afternoon school session.
- To sweep/mop the dining room floor as required.
- To monitor the behaviour of the children at all times, in accordance with the school's policy on discipline and behaviour.
- To clear up spillages when they occur.
- To change children's clothing if they have muddied or soiled themselves in the presence of another member of staff.
- Assist children with the times and locations of any lunchtime activities.
- Administer First Aid as required and ensure that more serious accidents are seen by a qualified first aider.
- Ensure that all accidents are recorded and reported to the main school office in order that any appropriate action may be taken in accordance with school policy on accident reporting.
- 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 main school office.
- Observe Health and Safety regulations relating to the school at all times.
- Retain the confidentiality on all aspects of school life

This School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff employed in the school must be aware that an enhanced Disclosure Barring Service check will be undertaken.

Staff must read the Child Protection and Safeguarding procedures, the Health and Safety Policy and the school confidentiality policy and follow them at all times. All staff must read the DFE Keeping Children Safe in Education document updated annually.