

## JOB DESCRIPTION

Lunchtime Controller



**Walter Infant School &  
Nursery**  
Wokingham

<b>School: Walter Infant School &amp; Nursery</b>	<b>Education &amp; Community Services</b>
<b>Part Time, Term Time only Permanent</b>	<b>Location: Wokingham</b>
<b>Job Title: LUNCHTIME CONTROLLER</b>	<b>Grade/Salary Range: Grade 3 SCP5</b>

### JOB PURPOSE

**To work with the whole school with the supervision of children during lunchtime activities to ensure they are safe and secure; to encourage good behaviour and to offer support and assistance where necessary. Be responsible to the Lunchtime Supervisor, the School Business Manager, the Head Teacher and the Governing Body of the school.**

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Working under the direction of the Lunchtime Supervisor.

### MAIN DUTIES AND RESPONSIBILITIES

1. To monitor the children's activities prior to, during and after the meal to minimise the risks to themselves and others, ensuring that good behaviour is encouraged and a calm, orderly air maintained.
2. To assist in the preparation and clearing up of the room(s) in which meals are taken.
3. To assist in the preparation for and tidying up after other midday activities for the children.
4. To support the children in managing their behaviour well at lunchtimes
5. To encourage good table manners and a healthy attitude towards eating.
6. To develop positive attitudes with the pupils, by encouraging them to engage in active play and conversation during the midday break.
7. To ensure that all areas of the playground are adequately supervised and the security of the site is maintained at all times.
8. To undertake other related duties as directed.

### SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

**Enhanced level of DBS check is required for this post.  
Level 1 H&S Responsibilities are applicable to this post (training will be given)**

**Signed**

**Date**