



Hertfordshire County Council

HERTSMERE JEWISH PRIMARY SCHOOL

Watling Street, Radlett, Hertfordshire WD7 7LQ

Tel: 01923 855857

Email: admin@hjps.herts.sch.uk

Headteacher: Mrs Rita Alak-Levi

בייה

LUNCHTIME SUPERVISOR

Aim of the Position

1. To ensure the Health & Safety of all children in the playground.
2. To work collaboratively with other staff to ensure that lunchtimes are safe, calm and an enjoyable time in the school day for the children.

Profile

The ideal candidate should:

1. Be able to work as part of a team.
2. Be self-motivated and able to respond to emergency situations.
3. Have an empathy with children and be able to demonstrate a firm but fair approach, following the school's behaviour policy.
4. To administer and record first aid for minor injuries.
5. Adhere to the school ethos and policies including dress code.

Responsible to:

1. The Inclusion Leader
2. Overall responsibility to the Headteacher and Senior Leadership Team.

Duties:

1. In liaison with other staff to ensure that the children are called in for lunch at the relevant time.
2. To assist in maintaining orderly queues of children lining up to go into lunch.
3. To engage with the children, settling any disputes and encouraging play so that all children can have an enjoyable break time.
4. To communicate any issues with the relevant staff using CPOMs.
5. Any other tasks as may be reasonably expected and requested by the Inclusion Leader.

Hours of Work:

Monday-Thursday 11.30am-1.30pm

Friday 11.30pm-12.30pm

