



St Teresa's Catholic Academy

Job Title:	Lunchtime Controller	Job Ref:	
Reports to:	Lunchtime Supervisor	Salary:	NJC Scale 3/ Point 5 Fixed
Hours of Work: 6.67 hours per week term time only – 11.40 to 13.00 (1 – 5 days per week)			
Job Purpose. <i>To help set up the lunch hall ready for lunch, to monitor the children during lunchtime both inside and outside on the playground and to help clear the hall after service.</i>			
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community. Lunchtime is a very important part of the school day; it is the role of the catering team to ensure the children are safe and happy during this period, as well as providing appetising and nutritious meals.			
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below: Deputy Headteacher ↓ Lunchtime Supervisor ↓ Lunchtime Controller			

Main Tasks/Accountabilities

To ensure high standards of cleanliness and hygiene

To assist with setting up the hall for lunch and clearing away afterwards

To participate in all aspects of lunchtime monitoring including the lunch hall, quiet zone, playground, Foundation stage garden, adventure playgrounds and First Aid

To work co-operatively with team and kitchen staff to ensure children are healthy, safe and happy

To ensure that the behaviour of the children is appropriate at all times and that the golden rules are being followed; to give rewards and apply sanctions as appropriate

To liaise with class teachers regarding any specific concerns related to individual children

To encourage children to eat a sensible amount of food

To administer basic first aid treatment during the lunch time period when required

To assist the Lunchtime Supervisor in her role to support the Playground Pals

When required, to tick the children's names off the lunch register to ensure all children receive the meals they have ordered

When required, to assist with the serving of some parts of the school meal eg puddings or salads