

## Job Description

**Job title:** Lunchtime Supervisor

**Reports to:** Manager and Deputy Catering Manager

**Job purpose:** To ensure the security, safety and good conduct of pupils during the lunch break in the Dining Hall and Servery

**Hours of work:** 10 hours per week, term time only  
12.00pm to 14.00pm  
Lunchtime Supervision of queue, Servery, Dining Hall and associated areas

### Main duties and responsibilities:

- Supervision of pupils in the Senior School Dining Hall and Servery so that the queues at lunchtime do not become too lengthy and pupils obtain their meals after a minimum time spent queuing.
- In conjunction with Prefects monitors each queue to ensure that high standards of behaviour are maintained and brings to pupil's attention any minor infringements of School expectations of behaviour or discipline.
- Safeguards pupil health and safety over the lunch period.
- Encourages pupils to develop good eating habits and to socialise over lunch but not to linger in the Dining Hall once they have finished their lunch.
- Deals with incidents of misbehaviour and, if necessary, reporting them to the duty member of staff.
- Supports any sick or injured pupils and reports any serious accidents in accordance with School procedures.
- Supports the Catering staff in ensuring that the Dining Hall and Servery are evacuated quickly in case of any emergency or fire drill.
- Listens to pupils, dealing with situations as they arise.
- Being vigilant to any potential concerns about an individual or group of pupils, raising them with the duty member of staff.
- Administers First Aid according to relevant qualifications and guidelines.
- Strictly adheres to the confidentiality guidelines and equal opportunity policy within school
- Carries out any other reasonable duties as requested by the Deputy Head and Catering and Hospitality Manager.

**General responsibilities:**

- Ensure the safety and wellbeing of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Attends Royal Russell Day and Open Day if requested
- Displays correct staff identification at all times whilst on site.
- Adherence at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Attends training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population

*This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.*

**Person Specification - Lunchtime Supervisor****Qualifications**

- Good level of general education including GCSE Maths and English at Grade C or above, or equivalent
- First Aid qualification (desirable)

**Experience**

- Previous experience working in an educational environment supporting pupils, particularly at secondary level

**Knowledge**

- Knowledge of safeguarding within an educational context

**Skills and abilities**

- Warm, friendly and professional manner when dealing with all members of the school community
- Good interpersonal and communication skills, able to build good relationships with pupils
- Able to work independently using own initiative
- Energetic and enthusiastic with physical capabilities to be on feet during a busy lunch-time service
- Willing and flexible to assist with peaks in workloads
- A full appreciation of the need for discretion and confidentiality

**Other requirements**

**Date:** March 2026