

Job Description: Lunchtime Supervisor

Start date: November 2026

Reports to: Operations Manager

The Role

As Lunchtime Supervisor, you will supervise pupils during lunch breaks. You will ensure their safety, welfare, and good behaviour, fostering a secure, respectful, and clean environment across the school

Key responsibilities

Dining Hall Supervision

- Manage the dinner queue: Organise students into structured lines to maintain a calm, orderly entrance into the dining areas.
- Monitor behavior: Supervise students while they eat, ensuring appropriate language, respectful interactions, and general good table manners.
- Seating arrangements: Direct students to available seating and separate individuals or groups if necessary to prevent disruptions.
- Maintain cleanliness: Assist with clearing tables, wiping down surfaces, and ensuring students return their trays and litter to designated disposal points.

Monitoring Pupil Safety

- Zonal supervision: Supervision designated indoor and outdoor areas, including the school playground, dining hall or alternative indoor spaces during inclement weather.
- Prevent unruly behaviour: Actively intervene to de-escalate boisterous behaviour and escalate to senior staff for assistance immediately if required.
- Enforce school rules: Ensure pupils do not enter restricted areas, leave the academy premises without permission, or engage in unsafe physical activities.
- Wet weather duty: Adapt supervision routines for indoor break spaces during inclement weather, maintaining order within classrooms or halls.
- Recognising signs of concern: Actively monitoring pupil interactions to escalate signs of concern that you may witness during lunch periods

Safeguarding & Student Wellbeing

- Uphold policies: Apply the academy's Behavior Policy and Safeguarding/Child Protection procedures consistently.
- Report incidents: Document and pass on any notable behavior issues, safety concerns, or signs of student distress to the Pastoral Team or Senior Leadership Team (SLT).
- First aid: Be will to be first aid trained to support staff if an accident occurs.

Other

- Carry out other reasonable tasks as directed by the operations manager & principal

Person Specification: Lunchtime Supervisor

Qualification Criteria

- Qualified to work in the UK

Essential

- Experience interacting with young people (e.g. through youth work, volunteering or family)
- Ability to communicate clearly and assertively
- Strong team-working skills
- Ability to remain calm and decisive under pressure
- Firm but fair approach
- Patient, empathetic and possess a good sense of humour
- High level of reliability and punctuality
- Must pass a satisfactory enhanced DBS check

Desirable

- Previous experience working in an education setting or a customer focussed role
- Active interest in supporting the development of young people
- Valid First Aid at Work certificate or a willingness to be trained.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Commitment to upholding and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Willingness to undertake training
- This post is subject to an enhanced Criminal Records Bureau disclosure.

Safeguarding

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#)