

**LINCOLNSHIRE COUNTY COUNCIL****JOB DESCRIPTION****DIRECTORATE:**  
Children's Services**Division/Section/Branch:**  
Schools**Service/Sub-Division:****JOB TITLE:**  
Bus/Playground Supervisor**JEM Number**  
01-115**GRADE:****REPORTS TO:**  
Headteacher (or other designated person)**1. PURPOSE OF JOB:**

To be responsible to the Headteacher for children during the break periods, and/or when escorting children to transport.

**2. MAIN RESPONSIBILITIES, TASKS & DUTIES**

- |    |  |
|----|--|
| i  | Supervision of pupils in the playground, classrooms, corridors, cloakrooms, toilets and other school premises                                |
| ii | Escort duties between premises and school transport; liaison with transport drivers to ensure that all pupils get safely on and off the bus. |

**3. MANAGEMENT OF PEOPLE****SUPERVISION OF PEOPLE****4. CREATIVITY AND INNOVATION**

Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. query from a pupil. Queries of a complex nature may be referred to a line manager.

**5. CONTACTS AND RELATIONSHIPS**

The postholder will have contact with the Headteacher, school employees and pupils, parents or carers.

**6. DECISIONS**

Working within clearly defined procedures, generally discretion is made within a range of set alternatives

**a)Discretion**

To keep pupils safe.

	<b>b)Consequences</b>		
	Child centred impacts on activities during either lunchtime period or children using transport		
<b>7.</b>	<b>RESOURCES</b>		
	Little or no responsibility for physical resources		
<b>8.</b>	<b>WORK ENVIRONMENT</b>		
	<b>a) Work Demands</b>		
	Interruptions are intrinsic to the role but cause no major change to the overall task		
	<b>b) Physical Demands</b>		
	Possibly assisting children with bags, coats etc		
	<b>c) Working Conditions</b>		
	Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment and school grounds.		
	<b>d) Work Context</b>		
	The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.		
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>		
	No formal qualifications required. Demonstrable experience of appropriate interaction with children.		
<b>10</b>	<b>GENERAL</b>		
	<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council		
	<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.		
	<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.		
	<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.		
	<b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b>		
	Name:	Signature:	Date:
Job Description written			

by: [Manager]	..... .	.....	..... ..
Job Description agreed by: [Postholder]	.....	.....	..... ..
			V5

## GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

### EVALUATION REPORT

<b>Post Title</b> Bus/Playground Supervisor	<b>JEM Reference No.</b> 01-115
<b>Directorate</b> Schools	<b>Evaluation Date</b> 31/1/06
<b>Service</b> Generic	

<b>FACTORS:</b>	<b>LEVEL</b>	<b>POINTS</b>
<b>Management of People</b>	1 (up to five)	16
Dispersal		
<b>Creativity and Innovation</b>	2	40
<b>Contacts and Relationships</b>	2	38
<b>Decisions</b> Discretion	2	36
Consequences	1	12
<b>Resources</b>	1	10
<b>Work Environment</b> Work Demands	1	8
Physical Demands	1	6
Working Conditions	3	18
Work Context	1	8
<b>Knowledge and Skills</b>	1	48
<b>TOTAL POINTS</b>		240
<b>GRADE</b>		<b>Grade 2</b>

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

**Evaluation Type**

**JE Project**