



Moseley School
and Sixth Form



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Lunchtime Supervisor



Succeeding together



Dear Colleague,

Moseley School & Sixth Form are seeking reliable, enthusiastic and caring Lunchtime Supervisors to join its friendly lunchtime team. The successful candidate will supervise students aged 11–19 during lunch breaks, ensuring their safety, wellbeing and positive behaviour in the dining hall and outdoor areas while helping maintain a clean and welcoming environment.

As a diverse and inclusive school, Moseley School & Sixth Form is committed to helping every student achieve their full potential through its RAISE values of Resilience, Ambition, Independence, Supportive relationships and Effective Communication.

Visits can be arranged during the first two weeks of September 2026. If you would like to arrange a visit, **request a paper application form** or have any questions about the role, please contact recruitment@moseley.bham.sch.uk. Applicants requiring a paper copy application pack should include their full name and postal address, and a pack will be sent before September 2026. Please note that the recruitment inbox will be monitored periodically throughout the summer holiday period and responses may take longer than usual.

The school is committed to safeguarding and promoting the welfare of children and young people, and all appointments are subject to the appropriate pre-employment checks, including an enhanced DBS check, online searches and satisfactory references.

Applications close on Monday 7th September 2026 at 9am and interviews will be held on Thursday 10th September 2026. Please note applications may close early when we have received sufficient applications.

Best wishes,

Mr Simon Edwards
Head of School

Mr Richard Reeve
Executive Headteacher



Post Information

Post Title:	Lunch Time Supervisor
Grade:	Grade 1; Spine Point 3 £24,796 FTE
Actual Salary:	Grade 1 SP3; £6,562 Per Annum, £547 per month before any deductions
Contract Term:	Permanent – Term Time only
Contract Hours	11 hours per week
Contract Start Date:	ASAP

The hours required for the post are a 2 hours and 10 minutes commitment per day at a time between 12pm and 14:10pm Monday, Tuesday, Thursday and Friday, and 11:25am – 13:35pm on a Wednesday (times will be confirmed upon appointment).

Moseley School & Sixth Form is seeking an enthusiastic, reliable and professional **Lunchtime Supervisor** to join our friendly and hardworking lunchtime team. This important role involves supervising students aged **11–19** during lunchtime, both in the dining hall and on the playground, ensuring their safety, wellbeing and positive behaviour. You will help maintain a clean and tidy dining environment, support students in always interacting respectfully with one another and act as a positive role model.

The role requires excellent spoken and written English skills, the ability to work effectively as part of a team and a willingness to undertake first aid training and administer first aid. Working hours are **2 hours and 10 minutes per day**, Monday to Friday during lunchtime periods. A free staff duty meal is provided during shifts.

Key responsibilities include;

- Supervising dining hall and playground areas
- supporting safe movement of students around the school during lunchtime
- encouraging students to take responsibility for keeping areas tidy and ensuring a safe and positive lunchtime experience for all

In return, Moseley School & Sixth Form offers a welcoming and supportive working environment with a range of staff benefits, including access to an employee assistance programme, extensive CPD opportunities, free flu vaccinations, free use of the onsite gym, a designated parking space, a generous pension scheme, cycle-to-work scheme and paid and unpaid leave to support important life events.



Job Description

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Core purpose:

Working as part of a team assisting the lunchtime team /Teaching Staff in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school.

Key Responsibilities are;

Supervision and control of students in the dining hall including:

- Organising queues and entrance of students into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
- Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance
- Directing students to seats, deciding on seating arrangements, separating problem students where necessary
- Assist with cleaning the dining hall at the end of lunchtime
- Encouraging social skills and good table manners.
- Ensuring students tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to students/staff
- Supervision and control of pupils in the playground and about other school premises, including:
- Direction of students to the playground and supervision of their activities and behaviour, ensuring their safety and well-being
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Supervision and control of students inside school premises when they are not allowed outside in inclement weather.
- Ensuring that any students who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school



- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings
- Any other duties as commensurate within the grade to ensure the smooth running of the school

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online search will be carried out as part of due diligence on all short-listed candidates. References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.



Person Specification

Post Title: Lunchtime Supervisor

Attributes tested by A pplication, I nterview, T ask and C ertificates	Essential E/ Desirable D	Method of Assessment
Qualifications & Experience		
• Right to work in the UK • Experience of working as a lunchtime supervisor • Experience of working in an educational setting	E D D	A/C/I A/I A/I
Skills and Abilities		
• A good level of spoken and written English skills • Good written and oral communication skills • Willingness to undertake first aid training and administer first aid • Deep understanding and commitment to the safeguarding of children. • Ability to maintain confidentiality • Ability to work calmly and effectively under pressure. • Excellent interpersonal skills • Ability to form and maintain appropriate relationships and personal boundaries with students	E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I
Other Attributes		
• Ability to form and maintain appropriate relationships and personal boundaries with students • Resilience and good judgement • Enthusiastic and willingness to work as part of a team • Commitment to the safeguarding of children and young people	E E E E	A/I A/I A/I A/I



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At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students

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