

# Lunchtime Assistant Recruitment Pack





# WELCOME

We are looking for a kind and efficient Lunchtime Assistant to support our brilliant catering team at The Wroxham Primary School in Potters Bar.

This is a part-time role, working Fridays from 11.45am until 1.30pm.

# THE WROXHAM SCHOOL

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The Wroxham is a friendly, vibrant nursery and primary school in Potters Bar.

Community is at the heart of our school and everyone works together to support and inspire our children, helping them to grow into happy, kind and respectful young people with a passion for learning and life.



*“Pupils at The Wroxham are enthusiastic and interested learners. They like to work hard and want to achieve their best. Teachers have high standards and expectations and pupils happily try to live up to them. Pupils trust that staff will always help them.”*

**~ Ofsted, June 2024**

## Opening Eyes to Broader Horizons

# KEY INFORMATION

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## Age range:

3 to 11

## Location:

Potters Bar, Hertfordshire

## School type:

Academy converter  
Ivy Learning Trust

## Pupils on roll:

222

## Children eligible for FSM:

13%

## 2025 KS2 results:

77% achieved expected  
standard (combined)

## Ofsted:

Good, June 2024



*“Pupils and the staff have friendly and positive relationships. In the playground, pupils show care for one another. Pupils can take on extra responsibilities and relish this opportunity. They realise that they can be a force for good.”*

**~ Ofsted, June 2024**

# JOB DESCRIPTION

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## Overall Purpose of the Post:

- To prepare the dining room for school lunches, clear away afterwards and to supervise the pupils whilst they eat lunch.

## Main Duties and Responsibilities:

- Supervise the pupils eating lunch, encouraging good social skills and manners.
- To encourage the children to eat their meal, clear away their own plates independently and assist the pupils with any help needed.
- Clear up the dining room after lunch to include clearing any food left on the tables, wiping the tables, sweeping and mopping the floors.
- Take responsibility, along with other staff, for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff.
- To understand and follow the school's Child Protection Policy.
- Maintain confidentiality at all times.
- Take part in staff training as offered.
- Carry out any reasonable requests from designated Line Manager or SLT.
- Work within a team with other staff.

## All Staff Will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook.

# JOB DESCRIPTION

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- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description.
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.

# DETAILS AND TIMELINE

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## Contract Type:

Permanent, Part-Time

## Salary:

£24,796 (FTE)

## Closing Date:

2 July 2026

## Interview Date

w/c 6 July 2026

## Our Policies:

[Privacy Notice](#)

[Code of Conduct](#)

[Recruitment](#)

[Safeguarding](#)

The Wroxham School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Headteacher:

01707 643576  
[admin@thewroxham.net](mailto:admin@thewroxham.net)

