

Warwick Preparatory School

Information for Applicants

Job Title: Lunchtime Supervisor

To start: January 2027

A message from the Head



A warm welcome to Warwick Preparatory School; I am delighted that you are considering applying to work here.

Warwick Preparatory School is a large day preparatory school situated a few minutes' walk from the historic town centre of Warwick and within a skillful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of around 500 pupils from the age of 3 to 11 including a Nursery of some 60 children. We share our campus with Warwick School and King's High School.

We are a forward-thinking and vibrant school, built on traditional values and the pursuit of excellence in all we do. My team of staff are highly skilled and exceptionally dedicated, enabling our children to fulfil their potential and be the best they can be.

I hope this information gives you a sense of our very special school, I very much look forward to receiving your application.

Hellen Dodsworth
Headmistress



The School

Warwick Schools Foundation comprises: Warwick Preparatory School, Warwick Junior School, King's High School, Warwick School and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards on the Warwick campus, and co-education from 5-18 on our Leamington campus.. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having full-time Teaching Assistant support. All the boys leave at the end of Year 2 with the vast majority moving on to Warwick Junior School on the other side of the campus. In the Prep Department (Years 3 to 6), there are two or three forms in each year. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6, the vast majority of girls make the natural step to our sister school, King's High.

Warwick Prep has world-class facilities for the very best opportunities and experiences in the 21st century, with everything from a spacious Nursery to Art and DT Studios, Forest School, science laboratories and a separate music school. Our facilities include a sports hall, a gymnasium, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room. There is a very well stocked, modern library at the heart of the school, and this is managed by our school Librarian. Our links with the two senior schools on our site give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional theatre venue (Bridge House Theatre) and Warwick Hall. Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Headmistress, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Dee Alder (Deputy Head), Mrs Deborah Ward (Head of Prep Department) and Mrs Gill Smeeton (Head of Pre-Prep Department).

Numbers at the school are extremely healthy, with waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning, and become confident, creative, and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

www.warwickprep.com

Warwick Schools Foundation

The Role

We are seeking to appoint an outstanding and innovative Lunchtime Supervisor. The role is part-time, term-time only working 7.5 hours per week, from Monday to Friday – 12:15 to 1:45pm.

Our lunchtime provision operates on a rolling basis starting with the youngest children going for their lunch at 11.40am and ending with the oldest children returning to class at 1.40pm. The purpose of the role is to provide a safe, caring and positive environment for pupils during the lunchtime period, supporting children in the dining hall, playground, classrooms and specialist lessons as required. The postholder will promote pupils' welfare, encourage positive behaviour, support social development and ensure the safe operation of lunchtime activities in accordance with school policies and procedures.

The successful candidate will have excellent communication and people skills, a positive mindset, and a forward-thinking approach to working in a variety of contexts as set out in the job description.

They work alongside Teachers and Teaching Assistants on their own lunch duty to ensure a safe, enjoyable and fully supervised lunch period for all children.

The school prides itself on our warm and caring ethos. The successful candidate for this post will be an enthusiastic, dedicated and hardworking individual, with good interpersonal skills; with a commitment to traditional values in relation to behaviour, manners, appearance and standards to which the school is strongly wedded.

Mrs Deborah Ward is the line manager for the Lunchtime Supervisor team, which is made up of fourteen colleagues in total.





Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key Duties and Responsibilities

Pupil Welfare and Supervision
Supervise and safeguard pupils throughout the lunchtime period.
Promote positive behaviour, good manners and respectful relationships.
Encourage positive social interaction and support children in developing friendships and resolving minor conflicts.
Ensure pupils are supervised safely during transitions between activities and locations.
Escort pupils between designated areas where required.
Report safeguarding, welfare, health and safety or behavioural concerns in accordance with School procedures.

Dining Hall Duties
Support the safe and efficient operation of lunch service.
Supervise pupils in lunch queues and encourage orderly conduct.
Assist pupils with collecting meals, carrying trays and using cutlery where appropriate.
Encourage healthy eating habits and support pupils in making appropriate food choices.
Support pupils with dietary, allergy and medical requirements in accordance with School procedures.
Maintain a clean and safe dining environment including tasks such as assisting with the clearing and cleaning of tables and benches, clearing floor of food or drink debris, return of trays and the orderly stacking and clearing of dirty plates.
Assist with the re-laying of tables in preparation for Prep service.

Playground and Activity Supervision
Supervise pupils during indoor and outdoor play activities
Encourage safe, inclusive and engaging play
Support the safe use of playground equipment and recreational resources
Set up and store playground equipment as required
Assist with wet weather arrangements and indoor activites when required

Job Description

Classroom and Learning Support
Provide support in classrooms where required
Assist with simple, classroom preparation and organizational tasks
Support pupils in participating positively in planned activities

Health, Safety and Safeguarding
Follow all School safeguarding, health and safety and risk management procedures
Maintain awareness of pupils' medical, wellbeing and dietary needs
Respond appropriately to minor accidents and incidents, seeking assistance from qualified first aiders, the School Nurse or other designated staff where required
Record and report accidents, incidents and concerns in accordance with School procedures
Attend relevant training and development activities as required
Contribute to a safe, inclusive and supportive School environment

General Responsibilities
Uphold the values, policies and standards of the School
Maintain appropriate levels of confidentiality and professionalism at all times
Promote equality, diversity and inclusion and challenge discrimination where appropriate in the line with School policies
Undertake any other duties reasonably required that the commensurate with the nature and level of the post

Further Details

The Employer is Warwick Schools Foundation.

Salary
The salary scale for this role is Point 12– to Point 15 £24,600 to £25,115 full time equivalent

£3,872 pro-rated, actual salary

Benefits for Staff

- Staff Fee remission at our Myton Campus
- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff
- A strong, supportive staff community

Pension
Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons
In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method
Interview

The Application Form
Candidates must submit online application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact HR at **HR@warwickschools.co.uk**



Appointment Timetable
Deadline for submission of applications : Monday 7th December 2026

Interview date: To be confirmed

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	• None required	• Food Safety Training at Level 2 • Allergen Awareness Training Level 2 • Manual Handling training • Basic Health and Safety • First Aid Trained • Basic skills in Maths and English	• Interview and application form
Experience	• Experience in working as part of a team	• Previous experience in a similar role • Previous supervisory experience • Experience of working with young children on a voluntary or paid basis	• Application form
Skills	• Good communication skills and a pleasant nature • Ability to work in a positive and constructive manner as part of a team under the direction of the Heads of Prep and Pre-Prep and Senior Lunchtime Supervisor • Encourage high standards of pupil behaviour • Respect confidential information • Ability to act as an appropriate role model for the children • Must be able to recognise discrimination in its many forms and be willing to put the schools equality policy into practice • To adhere to the schools Child Protection, Safeguarding and Health & Safety policies	• Recognise behaviour giving cause for concern and inform teaching staff	• Interview and references

	Essential	Desirable	Method of assessment
Personal competencies and qualities	• Flexible approach to work • Good team member • Friendly, tolerant, patient • Sense of humour • Well organised • Approachable, sensitive, having good rapport and motivational attitude, specifically with younger children • Good time keeping and attendance record • Courteous and polite • Projects a professional image for the school • Able to be flexible with working hours should the need arise for extra work on an ad hoc basis.	• Calm in a crisis • Shows initiative	• Interview and references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		

King's High School
Warwick Preparatory School

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