



Malin Bridge
Primary School

Lunchtime Supervisor

Applicant Pack



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The vacancy

Post advert

Deadline for applications:	11.59pm on 15 March 2026
Interviews to be held:	Week beginning 23 March 2026
To start:	ASAP

We are looking to recruit a Lunchtime Supervisor at Malin Bridge Primary School. As part of the team, you will be responsible for providing supervision for students at lunchtime and providing assistance and information as required.

The successful candidate will need to have excellent communication and interpersonal skills and the ability to work well under pressure in a busy school environment.

We are looking for:

- Someone who can provide a professional lunchtime supervisor role to students
- Someone who provide assistance to staff and students
- Someone who is an excellent role model
- Someone who has a good understanding and experience of the job requirements.

The working requirement is Monday to Friday 11.40am to 1.00pm, term time only.

Role summary

Post title:	Lunchtime Supervisor	
Profile:	BS1	
Grade:	1	
Grade spinal point range:	SCP 2	
Salary:	£24,413 (pro rata £3,779)	
Accountable SLT post:	School Business Manager	
Staff to be supervised or line managed by post holder:	N/A	
Post holder will work with:	Other teaching and support staff	
Holiday and sickness relief:	Others within the team	
Purpose of post:	To supervise students during the school lunch break.	
Version revised:	May 2022	
Contract:	Permanent	6.66 hours/39 weeks



At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.



Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- Supervision of students immediately before, during and after the midday meal. This included provision for children who bring sandwiches.
- Supervision of the student's entry into the dining areas.
- Supervision of students in the dining hall.
- Guidance on table manners.
- Assistance with clearing tables and returning trays to collection points.
- Assistant with washing down tables and resetting where required and when school meals staff are not available.
- Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.
- To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.
- Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give



you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Lunchtime Supervisor

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working with young people	✓		A
Excellent communication skills	✓		A / I
Experience of working with students in an educational environment		✓	A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above		✓	A
First Aid training		✓	A
Evidence of regular, relevant and recent personal development		✓	A / I
Other skills			
Work effectively as part of a team recognising own role as a team member.	✓		A / I

Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Commitment to providing a professional and caring environment	✓		A / I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to supervise students in an effective manner	✓		A / I
Interpersonal skills			
Ability to build and form good relationships with students and colleagues	✓		A / I
Confident and effective approach to working with young people	✓		A / I
Be able to work calmly under pressure	✓		A / I
To be a good role model	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Malin Bridge Primary School and Nursery

Malin Bridge is an extremely popular primary school and nursery providing education for 2-11 year olds in the north west of Sheffield. Ofsted judged that it remained an outstanding school in its most recent inspection in March 2024.

Everyone at Malin Bridge works collaboratively to ensure that all children are given every opportunity to enjoy learning and to thrive in a happy, stimulating, vibrant community. The school's values of celebrating diversity, enquiring about the world and being aspirational underpin everything within the curriculum and beyond.



In addition to trust-wide benefits for all staff, those at Malin Bridge Primary School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links.
- Vibrant and fun working environment.

You can view the school website at: www.malinbridge.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.