

Warwick Preparatory School

Information for Applicants

Job Title: Cover Lunchtime Supervisor

To start: ASAP

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, from September 2025, co-education 3 – 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), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Julie Johnson (Director of Studies).

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 outstanding and innovative Cover Lunchtime Supervisors.

This is a casual role to cover for lunchtime supervisor staff absences in term time only, on a as and when required basis. The post-holder will be informed in the morning on the day if cover may be needed.

Our lunchtime provision operates on a rolling basis starting with the youngest children going for their lunch at 11.30am and ending with the oldest children returning to class at 1.45pm.

The successful candidates will have excellent communication and people skills, a positive mindset, and a forward-thinking approach to working in a variety of contexts including in the dining hall, Nursery and playgrounds, 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.

The Head of Prep Department 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

- To be on duty in the area allocated and the time allocated to ensure continuity of supervision and to move around amongst the children within the area you are covering.
- To supervise pupils to ensure good behaviour in and around school.
- To encourage positive play and proper use of play equipment.
- Exercise no direct sanction against a pupil except those set out in the relevant policies.
- To report to the Head of Prep/Pre-Prep any concerns, including Health & Safety concerns or the presence in the school precincts of any unauthorised person.
- To adhere to all school policies and procedures that affect you and your duties (e.g. Fire, Accident Reporting; Child Protection, Behaviour etc.).
- To attend to sick or injured children and to report any accidents and request assistance from the School Nurse or first aider on duty as required.
- To report to the Head of Prep/Head of Pre-Prep any incidents:-
  - Where pupils have acted in a manner deemed to be a danger to themselves and others
  - Where pupils have acted in an inconsiderate or discourteous manner
  - Where pupils have disobeyed the school’s Fair Rules
  - Any other concerns you might have about any pupil or group of pupils. To supervise pupils in the dinner queue and ensure pupils line up in an orderly fashion.

- To supervise and assist pupils in the dining hall as they collect, eat and clear away their lunch.
- To attend to any spillages on floors and table tops utilising equipment provided by the catering staff (or to refer spillages to catering staff)
- Encourage pupils to eat the meal provided; assist with the serving and clearing of the meal; the cutting up of food and training pupils in the use of cutlery and table manners.
- Assist with the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates.
- Ensure the removal of food and litter in the dining hall by pupils to maintain a high standard of cleanliness.
- To supervise pupils in allocated areas during inclement weather.
- Escort pupils to classroom for registration and afternoon activities.
- Arrange and supervise classroom activities during inclement weather.
- To attend Lunchtime Supervisor meetings and any relevant training as required.
- Other duties as may reasonably be allocated by the Headmistress within the range of the salary grade.

Job Description

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

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) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

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.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Further Details

The Employer is Warwick Schools Foundation.

Salary
The salary scale for this role is Point 12, £14.96 per hour, (£12.79 plus £2.17 holiday pay).

Benefits for Staff

- You will be opted into the Foundation pension scheme.
- Employee Assistance Programme.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- A strong, supportive staff community.

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Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion
The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable
Deadline for submission of applications : Thursday 19th November 2026 at 12pm

Interview date: To be confirmed with shortlisted candidates

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 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 • 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 with 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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