



**STOUR VALE  
ACADEMY  
TRUST**

# **LUNCETIME SUPERVISOR**

**RECRUITMENT PACK**

# **Lunchtime Supervisor**

**6 hours, 40 minutes per week**

**Term-time only**

**Fixed Term until 31<sup>st</sup> August 2026**

**Grade 1 – SCP 2**

**£3,701 pa**

We are seeking to appoint a highly motivated and compassionate Lunchtime Supervisor to join our established team to support children during the school lunch period and enhance the play experience during lunchtimes.

The successful candidate will work extremely closely our existing staff and the lunchtime manager to help children whilst they eat, support with cleaning after the lunch period and supervising pupils outside as well as managing play activities.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

**For an informal conversation to discuss the role, please contact: Alison Barratt**

**Application forms are available from: Alison Barratt – School Business Manager**

**Closing date:** 23<sup>rd</sup> February 2026. 9:00am

**Interviews:** 26<sup>th</sup> February 2026

# About Holywell Primary School

At Holywell Primary and Nursery School, we are proud to provide a first-class education that enables every child to flourish. We believe that every pupil has the potential to achieve great things, and it is our mission to help them grow into confident, curious, and resilient learners who are ready to take on the world.

We are a warm, welcoming school with a strong sense of community. Working closely with families and the wider community, we nurture positive relationships that support each child's development and wellbeing. Our dedicated staff team puts children at the heart of everything we do.

We are passionate about professional excellence and are committed to continuously improving our practice. Through collaboration, research, and innovation, we strive to make the best decisions for our pupils. As part of a wider network of schools, we actively engage in partnership working because we believe we are stronger together. These relationships support our ongoing improvement and bring new ideas and opportunities into our school.

Holywell is a happy, inclusive school where children are encouraged and supported to thrive. We are proud of our nurturing ethos, our strong values, and our commitment to ensuring every child feels safe, valued, and inspired to achieve their very best.



## Job Description



<b>Job Title</b>	Lunchtime Supervisor
<b>Grade</b>	Grade 1
<b>Responsible to:</b>	Head of School
<b>Responsible for:</b>	Not applicable
<b>Working days / hours:</b>	38 working weeks during term time. 6 hours, 40 minutes per week

### Core Purpose:

- The duties of a Lunchtime Supervisor involve the safe supervision of pupils during the lunch period.

### Legal and Statutory Requirements

The Lunchtime Supervisor's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

### Main Activities

- Supervising and encouraging washing of hands prior to entering the Dining Hall.
- Management and supervision of children queuing for lunch.
- Supervising pupils when eating meals and assisting pupils with opening packets etc particularly younger children or children with SEND.
- Ensuring crockery, cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points.
- Dealing with any accidents, spillages [including all body fluids types] ensuring that these do not cause a safety hazard to pupils or other staff.
- Managing behaviour of pupils, in line with school policy, in the playground and indoors when the weather is inclement, as directed by the Lunchtime Manager.
- Ensuring children remain outside during lunch time unless directed otherwise..

- Interact with children monitoring any groups of children that require redirection or support fully engage in their play.
- Report serious misdemeanours to the Lunchtime Manager in line with school policies.
- Undertaking any appropriate training commensurate with the post of supervisory assistant.
- Any other related duty, as directed by your Supervisor

## **Other**

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



## Personnel Specification



<b>Job Title</b>	Lunchtime Supervisor
<b>Grade</b>	Grade 2
<b>Responsible to:</b>	Head of School
<b>Responsible for:</b>	Not applicable
<b>Working days / hours:</b>	38 working weeks during term time. 6 hours, 40 minutes per week

No	Categories	Essential	Desirable
<b>QUALIFICATIONS</b>			
1.	Willing to undergo appropriate training	◆	
2.	Experience of pupils with learning difficulties and challenging behaviour.	◆	
<b>EXPERIENCE</b>			
3.	Practical supervisory experience with children.	◆	
<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b>			
5.	Ability to promote positive behaviour.	◆	
6.	Able to manage other adults Organisational skills with children working indoors in inclement weather.	◆	
7.	Able to work unsupervised.	◆	
8.	Ability to act on own initiative	◆	
<b>PERSONAL QUALITIES</b>			
9.	Tolerant	◆	
10.	Discreet	◆	
11.	Reliable	◆	
12.	Able to initiate games.	◆	
13.	Able to deal with emergencies calmly	◆	

14.	Able to communicate effectively with pupils and staff.	◆	
15.	Able to maintain confidentiality	◆	
16.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
17.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
18.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
19.	Be aware of and apply the school's health and safety practices and procedures	◆	
20.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	



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# **CONTACT US**

For informal talks please contact:  
Head Teacher  
Telephone:

Please visit our website: <http://www.svat.org.uk/>