

St Helen's School

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Lunchtime Supervisor – Job Description



JOB DESCRIPTION

Lunchtime Supervisor

The Prep School

The Prep School caters for approximately 490 girls aged 3-11 years.

Structure

The Head of Prep School is supported by a Director of Prep and two Assistant Directors with responsibility for sections of the Prep School: EYFS (Nursery & Reception) - KS1 (Years 1 & 2) and LKS2 (Years 3 & 4), - UKS2 (Years 5 & 6).

There are separate Subject Leaders in English and Mathematics with other Subject Leaders having responsibility across the Primary Phase.

The teaching of Music, PE and Speech & Drama is undertaken by specialist staff across the Phases. Our Prep curriculum is constantly reviewed and updated in order to ensure that the girls receive learning which is progressive, stimulating and bespoke to them. Our formative and summative assessment systems have recently been updated to provide a more holistic picture of each individual's abilities. This means that teachers, parents and pupils know exactly where each girl is in terms of her learning and what her next steps are. All of the girls enjoy the advantages of being part of a large School and have access to a wide range of sporting facilities, including an indoor swimming pool, which is used from Nursery onwards.

Our girls are taught by well-qualified primary specialists with additional contributions from some Senior School staff in Years 5 and 6. Staff are kept up to date with current initiatives through INSET meetings and outside educational specialists. All members of staff in the Prep School meet regularly and plan collaboratively to ensure the best possible learning experience for the pupils. Subject Leaders in Prep work with all colleagues to keep teaching programmes up-to-date and develop pupils appropriately. Subject Leaders liaise with their counterparts in Senior School to ensure progression and continuity.

The girls' educational experience is enhanced by Educational Visits for every year group, and by visiting speakers, complementing school-based activities. In Years 4-6, there are residential courses, which are highly popular and very beneficial.

The tradition of daily assembly is developed as a key element in the girls' moral education and to promote British Values. An awareness of the ethics of community life, the environment and tolerance are celebrated through stories, speech, and drama.

Staff report formally to parents in writing once a year and hold Consultation Evenings during which parents are able to discuss their daughter's progress. Parents are encouraged to visit the school frequently, attending assemblies, presentations, concerts, Christmas productions, Dance Shows and Sports Day. The school values strong partnerships with parents. Throughout the year, there are various workshops and curriculum / Meet the Teacher evenings for parents to attend.

EYFS and Key Stage 1

The pre-prep Section of the School is based in two buildings which have been tastefully converted into spacious, age-appropriate accommodation. Girls enter St Helens EYFS at 3+, with a further 12 girls joining at 4+. They are housed in Little Gables. Years 1 and 2 have three classes each of 20 pupils and they are based in Gables.

EYFS and KS1 consist of approximately 230 girls aged from three to seven years. The broad and balanced education which we provide caters for each girl as an individual in terms of her personal, social, and emotional development and engenders academic potential through play, exploration, active learning, creativity, and critical thinking.



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Each individual is encouraged to be self-motivated and independent, and students thrive in this secure and happy environment. Every class in these stages benefit from the support of a full-time Teaching Assistant. There are also Prep Nurses who are part of the Nursery and Reception at St Helen's. Catering for the girls and staff is provided within St Helen's by a dedicated team, managed by an experienced chef manager.

The curriculum provides a firm foundation on which to build in KS2 and beyond. In Nursery and Reception, the teachers follow the principles of the Early Years Foundation stage. In KS1 & KS2, the teachers follow the National Curriculum as a basis but extend and broaden this as appropriate in order to provide further challenge. Girls also learn Ballet and French.

There is a Library in each building, containing an extensive stock of fiction and non-fiction books. We encourage the girls to develop both library skills and an appreciation and love of literature through reading and visiting the library regularly. We have invested in ICT provision, and the girls have access to laptops and iPads.

Before and after-school Co-Curricular activities are regarded as an essential part of the girls' experience from KS1. All teachers are expected to run a club each term. There are also very active School and Eco-School Councils.

The Post

Lunchtime Supervisors are term time only positions.

SALARY: £5,261.18 (FTE £26,155.35).

HOURS: Approximately 2 hours, Monday to Friday. Plus, training sessions are held on INSET days when you may need to be flexible with your hours.

The role will report to: Director of Prep School.

Main Responsibilities

- Ensure the safety and well-being of our pupils during the break and lunchtime periods of the school day.
- Perform general administrative duties to support the smooth running of the school.
- Encourage and develop safe, purposeful, and creative play.
- Implement and support the school's behaviour policies.
- Deliver First Aid in accordance with the School's First Aid Policy.
- Oversee the girls in the dining room at lunchtime and be aware of any special dietary requirements for pupils whilst encouraging them to make healthy food choices.

Other Duties

- Promote and safeguard the welfare of children and young people, by adhering to and ensuring compliance with the school's Safeguarding and Child Protection policy.
- Implement responsibilities as set out in the School's Health & Safety Policy.
- Assume other duties which may be reasonably required or delegated by the Head of Prep or the Senior Leadership Team from time to time.



The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of working with children
- A warm, patient, and approachable manner
- Strong and positive communication skills
- Enthusiasm for the role – being proactive and able to use own initiative
- Ability to listen well to others
- Ability to implement and follow school policies
- Ability to model and provide positive play experiences
- Ability to work well as part of a team positively
- Ability to manage and update play equipment and resources

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- NVQ Level 3
- Behaviour management training
- Relevant childcare qualification
- Paediatric first aid qualification
- Play leader training
- Knowledge of the latest play/behaviour research

APPLICATION PROCESS

- Closing date: 11.59pm Sunday 7 June 2026.
- Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
- Due to the volume of applicants we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

