



Auckland College Independent School

Every Pupil Matters, Every Moment Counts

Lunchtime Assistant

Job Description Pack

Auckland College

Auckland College was founded in 1999 in Aigburth by Anthony Akaraonye and Gillian Akaraonye, building on the success of Park View Tuition Centre established in 1991, which grew to support hundreds of children each week; the school was formally established and registered with Ofsted in 1996 before moving to its current site. Since its inception, Auckland College has been driven by a clear mission to provide a safe, happy, and high-achieving environment where every pupil can thrive, guided by its motto *Carpe Diem – Seize the Day* and a continued commitment to ensuring *every pupil matters and every moment counts*.

Overview

We are seeking a reliable and caring Lunchtime Assistant to join our supportive team at Auckland College Independent School in South Liverpool. This role is key to ensuring a safe, positive, and enjoyable lunchtime experience for our pupils.

You will support pupils during lunch, promote good behaviour, and help maintain a calm and organised dining environment.

Working Hours: Monday to Friday, **11:00am – 2:30pm**

We offer an inclusive school with happy, motivated pupils who enjoy learning, alongside a dedicated and supportive team of staff. There are excellent opportunities for professional development and career progression.

Auckland College Independent School places the highest priority on the safeguarding of children; all applicants will follow a stringent vetting and induction process. Any offer of employment will be subject to an Enhanced DBS check, satisfactory references, and online searches.

Visits to the school are welcomed. Please contact the school office [recruitment@aucklandcollege.com] to arrange a convenient time.

Please submit your application form along with a covering letter outlining your experience and suitability for the role.

Closing date for applications: Friday 17th July 2026

Please note that interviews may be held prior to the closing date, and we reserve the right to close the vacancy early.



Job Title: Lunchtime Assistant

Reports To: Designated Supervisor, Headteachers

Contract Type: Part-Time, Permanent

Key Purpose of the Role

To support the smooth running of lunchtime by supervising pupils, promoting positive behaviour, and ensuring a safe, inclusive, and enjoyable environment both in the dining hall and outdoor areas.

Key Responsibilities

1. Pupil Supervision

- Supervise pupils in the dining hall, playground, and other designated areas
- Encourage good manners and positive behaviour
- Support pupils in resolving minor disputes calmly and fairly

2. Dining Hall Support

- Assist with the smooth operation of lunchtime service
- Support meal service, including preparing dining areas, assisting kitchen staff, and serving food
- Help younger pupils where needed (e.g. carrying trays, cutting food if appropriate)
- Ensure the dining area remains clean, tidy, and organised



3. Health & Safety

- Ensure pupils' safety at all times during lunchtime
- Follow school safeguarding procedures and report concerns promptly
- Respond appropriately to minor accidents and report incidents

4. Playground & Activities

- Encourage inclusive play and positive social interaction
- Supervise outdoor areas to ensure safe play
- Support structured or informal lunchtime activities when required

5. General Duties

- Assist with clearing and resetting dining areas
 - Follow school policies and procedures at all times
 - Work collaboratively with colleagues to maintain a positive environment
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Person specification

Category	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Basic understanding of safeguarding (training can be provided) • Willingness to undertake relevant training 	<ul style="list-style-type: none"> • First Aid training
Experience	<ul style="list-style-type: none"> • Experience working with children (formal or informal) • Experience supporting meal service, including preparing dining areas, assisting kitchen staff, and serving food 	<ul style="list-style-type: none"> • Experience in a school or childcare setting
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of how to support children's behaviour positively • Awareness of safeguarding and child safety 	—
Skills & Abilities	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Ability to remain calm and patient • Ability to work as part of a team • Ability to prepare and organise dining areas • Confident supporting kitchen staff and serving meals • Observant and attentive to pupil needs 	—
Personal Qualities	<ul style="list-style-type: none"> • Friendly and approachable • Reliable and punctual • Positive and proactive attitude • Commitment to equality, diversity, and inclusion • Genuine interest in supporting children's wellbeing 	—



Why Join Us

- Supportive and welcoming school community
 - Positive and inclusive working environment
 - Opportunity to make a real difference to pupils' day
 - Training and development opportunities
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Safeguarding, Equality and Safer Recruitment

Auckland College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to enhanced DBS clearance, satisfactory references, online searches, and other pre-employment checks in line with Keeping Children Safe in Education (KCSIE).

We are committed to equality of opportunity and welcome applications from all suitably qualified candidates regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation. Applicants must have the legal right to work in the UK.

