

St Mark's Church of England Primary School

**Lunchtime Supervisory Assistant – Fixed Term until 31st August 2026, in the first instance
Grade C, Spinal Point 3 (actual salary £5,640.91)
2 hours per day, Monday to Friday, Term Time only.**

One Excellence Multi Academy Trust is a Multi Academy Trust made up of four schools. The Trust was founded in July 2017, and is a mixed Multi Academy Trust. The vision and rationale behind the wider partnership are based on shared values and aspirations, a strong sense of community identity and values of inclusion and aspiration for all.

One Excellence Multi Academy Trust believes in supporting and investing in its staff and has a structured health and well-being programme. The programme includes physiotherapy, nurse support service and drop-in clinic, counselling, mindfulness sessions, weight management, stress awareness, GP consultations and private medical operations if required. We are also keen for staff to be able to reach their full potential and offer a range of professional development opportunities in all areas of education, nurturing and leadership.

A Lunchtime Supervisory Assistant needs to ensure that all our children have meaningful lunchtime play every day, following the school's OPAL Policy:

- Create a safe and stimulating outdoor environment providing social, active and creative play experiences for all
- Ensure that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing.
- Support children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Head Teacher/Senior Supervisor any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Disclosure: We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure and Barring Service. We are an Equal Opportunities Employer. We want to develop a more diverse workforce, and we positively welcome applications from all sections of the community. Applicants with disabilities will be invited for interview if the essential job criteria are met. Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a

disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Applicants should apply by using the following link: <https://mynewterm.com/jobs/144551/EDV-2026-SMCEPS-90129>

Closing date: 9.00am on Monday 2nd March 2026

Interview date: TBC