



## Job Description

### Lunchtime Supervisor - Primary

#### Post Details

Job title: Lunchtime Supervisor

Salary: £24,796 per annum FTE

Hours: 7.5 hours Term Time Only (TTO 0.17 of FTE £4215 pa)

Contract type: part-time, Permanent

Commencing: 13 April 2025

Reporting to: TA Manager

#### Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate. We are currently transitioning from the European Schools Curriculum to the International Baccalaureate Middle Years Programme and during this phase our students will sit GCSEs in English Language and Maths. It is an all-through free school of pupils aged 4 to 19.

#### Job Description

##### Main responsibilities:

To supervise the children using the canteen and playgrounds between 11.15 am and 12.45pm. To ensure the safety, general welfare and conduct of pupils during the midday break period.

Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures, including the canteen and playgrounds.
- To understand and implement the behaviour policy
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter



### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Attend relevant meetings as required.

### Personal and professional conduct

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

The supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

## Person Specification

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>● No formal qualifications required</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>● First Aid qualification would be an advantage</li><li>● Some training will be provided</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>● A commitment to the bilingual and multicultural ethos of the school</li><li>● A commitment to getting the best outcomes for all pupils</li><li>● Ability to work under pressure and prioritise effectively</li><li>● Commitment to maintaining confidentiality at all times</li><li>● Commitment to safeguarding and equality</li></ul>

### For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager) who will be happy to answer any questions about the school and the post. Visits can also be arranged.

Email: [applications@europaschool.uk](mailto:applications@europaschool.uk)

Please complete the application form, we do not accept CVs.

Deadline: See Website



Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK Tel: +44 (0)1235 524060

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be eligible to work in the UK.