



WATERWELLS PRIMARY ACADEMY

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Waterwells Primary Academy
Boulmer Avenue
Quedgeley
Gloucester
GL2 2FX



Telephone: 01452 881962

Email: admin@waterwellsprimary.co.uk

Dear candidate

Thank you for your interest in the role of **Lunchtime Assistant & Play Worker** at Waterwells Primary School.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Waterwells Primary is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information. Jane Penswick, our school administrator, can be contacted on admin@waterwellsprimary.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Claire Rawlings, Headteacher

ABOUT OUR SCHOOL

Waterwells Primary is a two form entry Primary school with its own Pre-school, catering for children aged 3-11. At Waterwells Primary, we have high expectations, and the needs of our pupils are at the heart of all we do. Our aim is to provide a caring and safe environment for our children to become confident, caring, resilient and curious; we encourage them to achieve the very best that they can across every area of the curriculum.

At Waterwells Primary Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Waterwells Primary Academy a better chance of success than if they attended any other school in the country.

Our dedicated team of staff and trustees work to ensure our children feel happy and safe, whilst being provided with a high-quality education and life skills through an engaging, broad and balanced curriculum. We intend to prepare our children socially, emotionally and academically so that when they leave us, they have a lifelong love of learning and take our school values (be kind, honest, responsible and respectful) into the wider world. These values run through all aspects of school life.

ABOUT THE ROLE

Working as a member of the lunchtime team, you will ensure that our children have a meaningful lunchtime eating and play experience every day. Duties will include getting children ready for lunchtime, supervising handwashing, setting up tables and chairs for lunch, cleaning up afterwards and helping pupils with their meals. Outside, you will help to create a safe and stimulating outdoor environment that offers social, active and creative play experiences for all, and your emphasis will be to actively support and initiate play among our children.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, point 3, £25,614 per annum (£5,824 per annum pro-rated).

Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

10 hours per week, 38 weeks per year (term time only), Monday to Friday, 11.30am to 1.30pm

PLACE OF WORK

Waterwells Primary Academy, Boulmer Avenue, Quedgeley, Gloucester, GL2 2FX

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Lunchtime Assistant & Play Worker
Responsible to:	Senior Leadership Team
Responsible for:	N/A

ROLE OVERVIEW

Working as a member of the lunchtime team, you will ensure that our children have a meaningful lunchtime eating and play experience every day. Duties will include getting children ready for lunchtime, supervising handwashing, setting up tables and chairs for lunch, cleaning up afterwards and helping pupils with their meals. Outside, you will help to create a safe and stimulating outdoor environment that offers social, active and creative play experiences for all, and your emphasis will be to actively support and initiate play among our children.

MAIN DUTIES AND RESPONSIBILITIES - LUNCHTIME ASSISTANT

- Assist children at lunch, i.e. washing hands, with queuing, getting seated, opening packets, spillages, disputes, clearing plates and encourage good eating and social skills. Clean and clear the hall/ lunch space during the lunchtime as required (spillages, clearing food waste, trays and cutlery).
- May also include setting up, clean, pack down and store dining furniture at the end of lunchtime. Sweep / mop the floor ready for use in the afternoon.

MAIN DUTIES AND RESPONSIBILITIES - PLAY WORK

- Facilitate play opportunities and act as an ambassador for play
- Work with the site team and other lunchtime staff to ensure that all of the children have a safe site for play
- Co-ordinate and communicate between play zones and dining hall to ensure that all children visit the dining hall and eat their lunch
- Assess play areas for risks daily and communicating / implementing any changes required
- Assist with putting out and packing away play equipment
- Record and report incidents of note that occurs during lunchtime, i.e. site issues, behaviour, first aid
- Assess and deliver first aid to pupils (if trained). Assist with first aid reporting
- Offer care, support and advice to children during lunchtime
- Promote and safeguard the welfare of all children in accordance with the MAT's child protection and behaviour management policies
- Attend periodic team meetings and/or training for professional development

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Willingness to attend play work CPD and to gain qualifications in play work, first aid and safeguarding	x	
Good general standard of education.	x	
NVQ level 1 in play work		x
Experience		
Experience of interacting with Primary age children	x	
Experience of organising (play) activities for groups of children		x
Lunchtime supervisor experience		x
First aider experience		x
Experience of considering and upholding the safeguarding of young people		x
Skills and personal attributes		
Enjoy working with young people (all ages in primary school range 4-11 years)	x	
Positive and supportive attitude towards young people of all ages, abilities and backgrounds	x	
Strong team work skills; enjoy being part of a team	x	
Friendly approachable manner	x	
Dependable, with good time keeping	x	
Willingness to try new things	x	
Knowledge and understanding		
Responsibility for the safety, welfare and well-being of children including safeguarding procedures	x	
Good understanding of effective behaviour management strategies	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received **no later than 11.59pm on Wednesday 23rd September 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on **Monday 28th September 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



GREENSHAW
LEARNING TRUST



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