



JOIN US

Lunchtime Supervisor

Grade 1 / £12.65 per hour

5 hours, Monday – Friday

Part Time - Fixed Term - Term time only

Closing Date: Applications should be submitted as soon as possible and no later than Thursday 16th July 2026. The post will remain open until a suitable candidate is appointed.

The school

Brightwell is a small village school of around 160 children serving a community of families that are aspirant and who care about education. Behaviour and manners in the school are superb and there is a dedicated staff team who know their children well and challenge them to be the best that they can be. The school was inspected by OFSTED in 2022 and received a grading of 'Good' which reflects all the hard work of everybody in the school.

The school became an academy in September 2017 and works collaboratively with a very strong and popular 11-18 school in Wallingford.

We recognise that we people who are ambitious for the children they work with as well as themselves, to help make this into the best school around and that comes with significant investment. We have created real excitement and a buzz about the work being done from the outset. Our successful school has learned a great deal and earned a very strong reputation in the community, and in the wider local primary sector.

General Duties

At Merchant Taylors' Oxfordshire Academy Trust we pride ourselves on providing a safe and happy environment where young people can flourish and we want to send every young person into the world able and qualified to play their full part in it. Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Senior Leadership Team, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

You will find many opportunities at Merchant Taylors' Oxfordshire Academy Trust and we look forward to receiving your application.

Main Responsibilities

The general principle that children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

Lunchtime supervisors will follow a roster that places at least one supervisor in each of the supervision areas, including the school hall during lunch and the outdoor play areas. This roster will be shared with all staff.

One role of the lunchtime supervisor will be to supervise the children during the lunch period. This includes supporting them while they eat in the hall, encouraging appropriate eating habits, ensuring drinks are provided, and helping to develop positive social skills when sharing lunchtime with peers. Duties also include clearing up spillages, wiping tables, supporting children with trays, and ensuring the dining areas are left clean and tidy—however, these tasks come second to supervision.

A further role will be to help other members of school staff supervise the outdoor play areas. When the weather is suitable, children may play on the fenced playground/field area. In wet or cold weather, the indoor rota is put into action. Supervisors working in the hall will attend classrooms as soon as possible to relieve mixed groups. Lunchtime supervisors are expected to remain until the teaching staff return at 1 p.m. to ensure continuity of supervision.

Lunchtime supervisors should be familiar with the school health and safety and fire procedures. They should also take appropriate responsibility for one's own health, safety and welfare, and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.

In the case of absence, it is important to inform the school as early as possible.

Hours and salary

The post is for 5 hours per week, 12pm – 1pm, Monday – Friday (term time only).

This is a Fixed Term Position.

This is a Grade 1 / £12.65 per hour.

This job description may be amended at any time after discussion with you, but will in any case be reviewed annually as part of the performance management cycle.

GENERAL POINTS

You will be able to contribute to the Local Government Superannuation Scheme.

The Merchant Taylors' Oxfordshire Academy Trust is an equal opportunities employer.

Applicants should be aware that we operate a non-smoking policy on site.

The Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to child protection vetting process along with all other relevant employment checks.

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditionsemployment-green-book> .

<http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

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Interviews: to be advised.

We look forward to receiving your application.