

Casual Lunchtime Assistant



Central MAT Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington
Bedworth CV2 9PF

Candidate Information

Lunchtime Assistant - Casual
St Laurence's CE Primary School

Together, pursuing life in all its fullness

Lunchtime Assistant - Casual

About the Role

The Trust is looking to appoint an inspirational and highly effective Casual Lunchtime Assistant who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community. The role is based on 0 hours per week but when required, working hours are 11.55am – 1.10pm, Mon – Fri, term time only, to cover events, busy periods and staff absence.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of approx. £12.60 per hour.
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Sarah Coakley, our Academy Business Partner, on school.office@stlaurences.covmat.org for an informal discussion about the post.

Please note the closing date for applications is Sunday 14th June 2026. Completed applications and supporting documents can be found on My New Term.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place during week commencing TBC.

Job Description

KEY PURPOSE

Supervise and ensure the safety and well-being of pupils during the lunchtime period and to support teachers in maintaining set behavior standards.

ACCOUNTABILITIES

The appointee will work under the general direction of the SLT or other designated person in charge.

PRINCIPAL RESPONSIBILITIES

- Supervise toileting and washroom activity
- Escort children to and from dining room
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Supervise classroom and outside activities, encouraging inclusion materials are stored correctly
- Ensure orderly return to classroom
- Attend to minor accidents or to pupils who become ill
- Report to line manager if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with the school behaviour policy
- Report to line manager any breaches of school rules
- Report any safeguarding concerns to appropriate staff
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

| | | Measured By | | | | |
|--|---|-------------|-----------|-------------|-------------------|------------|
| | | Essential | Desirable | Application | Interview Process | References |
| Personal Qualities, Qualifications and Experience | | | | | | |
| Qualifications and Experience | | | | | | |
| 1 | Literacy skills (to be able to understand school policies and complete accident book) | Y | | | Y | |
| 2 | Previous experience of working in a school | | Y | Y | Y | |
| 3 | Able to use IT equipment | | Y | Y | Y | |
| Professional Experience and Knowledge | | | | | | |
| 1 | Previous experience of working with young children | | Y | Y | Y | Y |
| 2 | First Aid experience | | Y | | Y | |
| Skills and abilities | | | | | | |
| 1 | Ability to deal with difficult situations calmly and professionally | Y | | | Y | |
| 2 | Ability to handle challenging behaviour appropriately | Y | | | Y | |
| 3 | Ability to show empathy | Y | | | Y | |
| Personal Qualities | | | | | | |
| 1 | Kind, caring and sensitive manner | Y | | | Y | Y |
| 2 | Positive and enthusiastic | Y | | | Y | Y |
| 3 | Punctual and a good timekeeper | Y | | | Y | Y |
| 4 | Be aware of cultural differences | Y | | | Y | Y |

I hereby confirm that I have received a copy of the Job Description for the post of Casual Lunchtime Assistant.

Signed Date.....

