



Queen's College Preparatory School

---

Established 2002

## Lunchtime Supervisor

**Reporting to:** Co-Heads

The Lunchtime Supervisor at Queen's College Preparatory will be responsible for the safety and well-being of pupils during lunchtimes.

### Key Responsibilities

- Supervise children during lunchtime service
- Support the Catering team to ensure that children receive food in accordance with any dietary or allergy requirements
- Positively encourage good behaviour, table manners and hygiene
- Assist children as required e.g. the correct use of cutlery
- Wipe and reset tables as required
- Clean up food and water spillages on tables and floors
- Maintain appearance of the dining rooms, including topping up water levels in the 'live wall' and informing the Premises Team of marks on walls/additional cleaning requirements
- Undertake additional tasks as reasonably required which are commensurate with the post e.g. escorting children safely to the Garden with other staff members if required

## Person Specification

The successful candidate is highly likely to have the following skills and experience:

### Essential

- Excellent communication skills to effectively interact with children, parents and school staff
- Strong observation skills to ensure the safety of children in the dining room
- Patience and calmness to handle potentially challenging situations
- Ability to follow instructions and adhere to safety protocols
- Good time management skills to ensure smooth transitions during lunchtime
- Basic first aid knowledge to provide immediate assistance if needed and the ability to respond appropriately in case of minor accidents or injuries
- Reliability and punctuality to consistently fulfil assigned duties
- Ability to work well in a team and collaborate with other colleagues
- Flexibility to adapt to changing circumstances and handle unexpected situations
- A genuine interest in the well-being of pupils under your supervision
- Ability to take responsibility for the safety and behaviour of pupils during lunchtime

### Desirable

- Previous experience of working in an educational environment
- Working knowledge of safeguarding practices & principles

### All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

## Terms and Conditions

- Permanent position
- Part-time, term time only
- Start date: September 2026
- The salary for this role is £25,600 FTE per annum (pro-rated)
- Normal working hours: 11.15am – 1.30pm, Monday to Friday
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

*Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.*

*During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.*

*This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:*

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#). Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds*