



Malin Bridge  
Primary School

# Lunchtime Supervisory Assistant

Applicant Pack



Outstanding Achievement for All

## Contents

The vacancy.....	3
Post advert .....	3
Role summary .....	3
Job description.....	4
Specific duties and responsibilities .....	4
Support for the trust/school .....	4
Changes to these duties.....	5
Person Specification .....	6
Job Title: Lunchtime Supervisory Assistant.....	6
Knowledge, experience and skills .....	6
Qualifications .....	6
Other skills .....	6
Interpersonal skills .....	6
Child protection .....	7
Malin Bridge Primary School and Nursery .....	8
Chorus Education Trust .....	9
To apply .....	10



## The vacancy

### Post advert

<b>Deadline for applications:</b>	11.59pm on Sunday 2 March 2025
<b>Interviews to be held:</b>	Week commencing Monday 17 March 2025
<b>To start:</b>	Monday 14 April 2025

We are currently seeking to appoint 2 enthusiastic Lunchtime Supervisory Assistants to our lunchtime team. The successful candidates will be required to:

- Supervise pupils immediately before, during and after the midday meal.
- Contribute to the development of a positive approach to lunchtime play.
- Organise and take part in activities with children over the lunchtime period.
- Be willing to join in games, oversee quiet activities and supervise children having free play in the school playground.
- General cleaning of the dining hall; sweeping floors and wiping tables

### Role summary

<b>Post title:</b>	Lunchtime Supervisory Assistant	
<b>Profile:</b>	LD1	
<b>Grade:</b>	1	
<b>Grade spinal point range:</b>	SCP 2	
<b>Salary:</b>	£23,656 (pro rata £3,662)	
<b>Accountable SLT post:</b>	Headteacher	
<b>Line manager (if different):</b>	School Manager	
<b>Staff to be supervised or line managed by post holder:</b>	N/A	
<b>Post holder will work with:</b>	Teaching and support staff	
<b>Holiday and sickness relief:</b>	Others within the team	
<b>Purpose of post:</b>	To supervise pupils during the school lunch break	
<b>Version revised:</b>	January 2025	
<b>Contract:</b>	Permanent	6.66 hours/39 weeks



## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

- Supervision of pupils immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
- Supervision of the pupils' entry into the dining areas.
- Supervision of pupils in the dining hall.
- Guidance on table manners.
- Assistance with clearing tables and returning trays to collection points.
- Assistance with washing down tables and resetting where required and when school meals staff are not available.
- Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.
- To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.
- Vigilance in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.
- To undertake any agreed programme of training.
- Any other duties and responsibilities appropriate to the grade and role.

### Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

## Person Specification

Job Title: Lunchtime Supervisory Assistant

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of lunchtime supervisory role or experience of working with children in a school environment		✓	A / I
Experience of actively initiating and promoting play activities with children		✓	A / I
<b>Qualifications</b>			
Good literacy skills	✓		A
<b>Other skills</b>			
Communicate clearly with staff and children.	✓		I
Work effectively as part of a team recognizing own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Ability to motivate and positively interact with children.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Settle disputes between children calmly and fairly.	✓		A / I
Ability to supervise and organise pupils during the dining hall and during lunchtime play.	✓		A / I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A

Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Malin Bridge Primary School and Nursery

Malin Bridge is an extremely popular primary school and nursery providing education for 2-11 year olds in the north west of Sheffield. Ofsted judged that it remained an outstanding school in its most recent inspection in March 2024.

Everyone at Malin Bridge works collaboratively to ensure that all children are given every opportunity to enjoy learning and to thrive in a happy, stimulating, vibrant community. The school's values of celebrating diversity, enquiring about the world and being aspirational underpin everything within the curriculum and beyond.



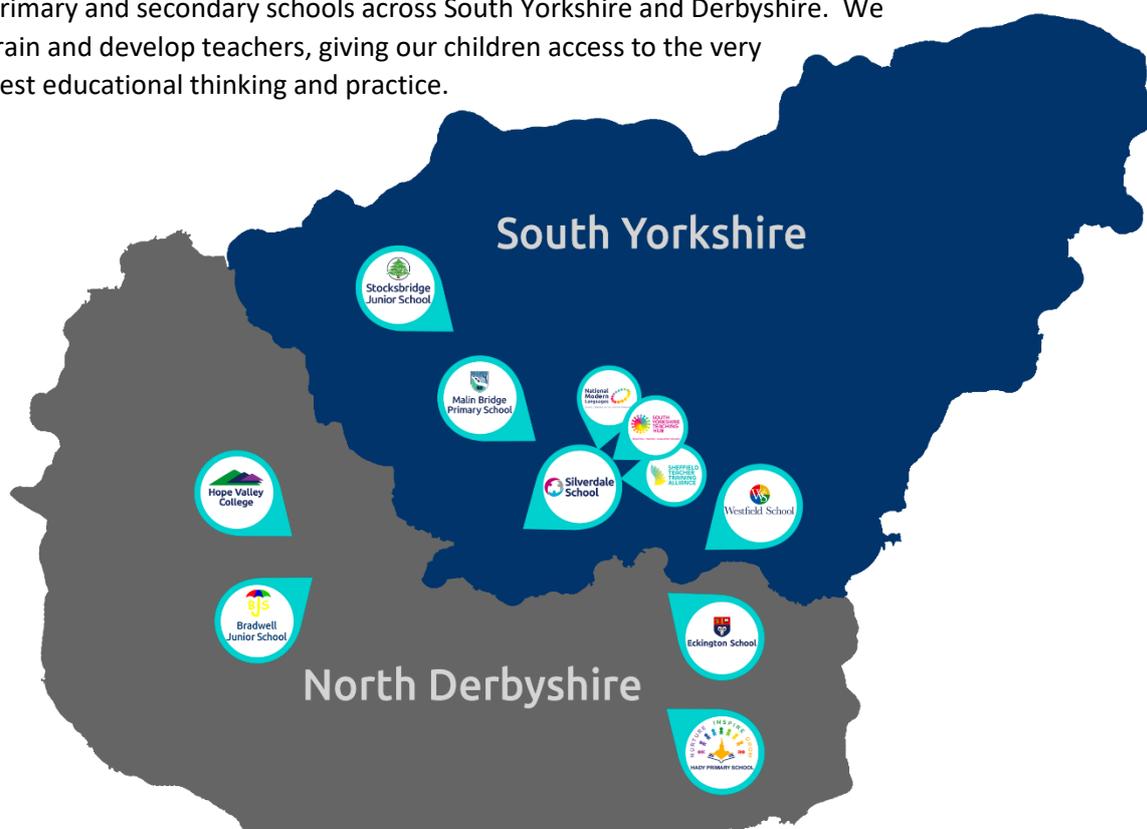
In addition to trust-wide benefits for all staff, those at Malin Bridge Primary School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links.
- Vibrant and fun working environment.

You can view the school website at: [www.malinbridge.chorustrust.org](http://www.malinbridge.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

**Career progression** opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Sophie Marston (HR Administrator) at: [smarston@chorustrust.org](mailto:smarston@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on Sunday 2 March 2025.
- Interviews to be held: week beginning Monday 17 March 2025.

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.