

Captain Cook Primary School

Lunchtime Supervisory Assistant

Grade A (SCP 4) £3,101.00

Contract: Term Time Only 5 hours per week. Fixed term until 31.8.2027



Are you passionate about working with children? Do you have very high expectations? Do you want to make a full contribution to children's safety and well-being and the life of our school?

We are looking to appoint enthusiastic, committed and organised individuals to join our vibrant, successful & supportive school family, who have the skills and energy to make our children's lunchtimes safe, active and fun.

The role will involve working across all key stages, supervising and supporting pupils both in the dining hall and outside.

We are looking for someone who:

- Loves working with children of all abilities; being able to forge positive relationships quickly.
- Works well as part of a team as well as using their own initiative
- And will embrace our school values.

If this sounds like you and a role that you would enjoy, please look carefully at the supporting materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

The post will be based in Captain Cook Primary School; however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available from the school. Please email the school office on admin@captaincookprimary.co.uk or phone the school to request an application pack on 01642 315254. All completed application packs must be returned directly to the school or emailed and marked for the attention of Mrs Emms

POST: Lunchtime Supervisory Assistant	
GRADE: Grade C (SCP 4) £3101.00 Term time only	
RESPONSIBLE TO: Head of School	
STAFF MANAGED: None	
JOB PURPOSE: Assist with the care and welfare of pupils within the school over the lunch period both inside and outside in line with school policies	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Pupil Well-being & Development	• Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence. • Encourage and motivate pupils to promote independence and resilience and increase self-esteem. • Promote and encourage healthy eating and good table manners • Support children, as and when necessary, who may have difficulty or are unable to feed themselves. • Promote and encourage the good behaviour and conduct of all pupils and follow the school behaviour policy in dealing with any incidents of unacceptable behaviour. • Interact with pupils through games and activities to assist in their development of physical and social skills.
Communication	• Ability to communicate both orally and in writing to a range of audiences.
Sharing Information	• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Share information about pupils with teachers and other professionals as required.
Safeguarding and Promoting the Welfare of Children/Young People	• Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Administration/Other	• Ensure that playtime equipment is used and stored safely and report any damaged or dangerous equipment to a member of school staff. • Report all injuries to appropriate school staff and ensure that pupils receive appropriate care and attention when sick or injured. • Assist with the setting up of school dining room as required, including setting out meal trays, cutlery, tables and chairs and other servery equipment. • Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures • Any other duties of a similar nature related to the post, which may be required from time to time. This may include light duties in the kitchen.

Data Protection	To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality
Health & Safety	- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. - Work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	- Promote inclusion and acceptance of all pupils. - Ensure services are delivered in accordance with the aims of the Equality Policy Statement. - Develop own and team members understanding of equality issues.
Lingfield Education Trust	To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.
Date of Issue:	October, 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The post will be based in Captain Cook Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.



PERSON SPECIFICATION Lunchtime Supervisory Assistant Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge	• Knowledge of Behaviour Management techniques (AF, R, I) • Knowledge of Child Protection and Health & Safety legislations and procedures (AF, R, I) • Knowledge of Health and Safety practices at work relating to spillages, trips and falls
Experience	• Previous Supervisory Assistant experience • Experience of working with children in an education setting, including with special needs (AF, I, R)
Occupational Skills • Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers (AF, I, R,) •	
Qualifications	• First Aid/Paediatric First Aid Training (AF, C)
Personal Qualities	

PERSON SPECIFICATION Lunchtime Supervisory Assistant Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
• Demonstrable interpersonal skills (I, R) • Ability to work successfully in a team (AF, I, R) • Able to exercise discretion and judgement (AF, I, R) • Confidentiality (AF, I, R) • Flexibility (AF, I, R)	• Creativity (AF, I)
Other Requirements • To be committed to the school's policies and ethos (AF, I,) • To be committed to Continuing Professional Development (AF, I, R) • Motivation to work with children and young people (AF, R, I) • Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) • Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) • Ability to use authority and maintain discipline (in line with school policies and procedures) (AF, R, I) • Enhanced DBS (D) • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post ()	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references