



# Lunchtime Assistant

## Queen Mary's High School

Required as soon as possible

Permanent, Term Time Only

6.25 hours per week

NJC Pay Scale, Grade 2 (SCP 2-4)

# APPLICATION PACK

Queen Mary's High School  
Upper Forster Street  
Walsall  
West Midlands  
WS4 2AE

**Telephone:** 01922 721013  
**Website:** [www.qmhs.org.uk](http://www.qmhs.org.uk)  
**Email:** [qmarys@qmhs.merciantrust.org.uk](mailto:qmarys@qmhs.merciantrust.org.uk)  
**Headteacher:** Mrs N Daniel  
**Chair of Governors:** Mr T Normanton

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# WELCOME TO QUEEN MARY'S HIGH SCHOOL

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January 2026

Dear Applicant,

## **Vacancy for the role of Lunchtime Assistant at Queen Mary's High School**

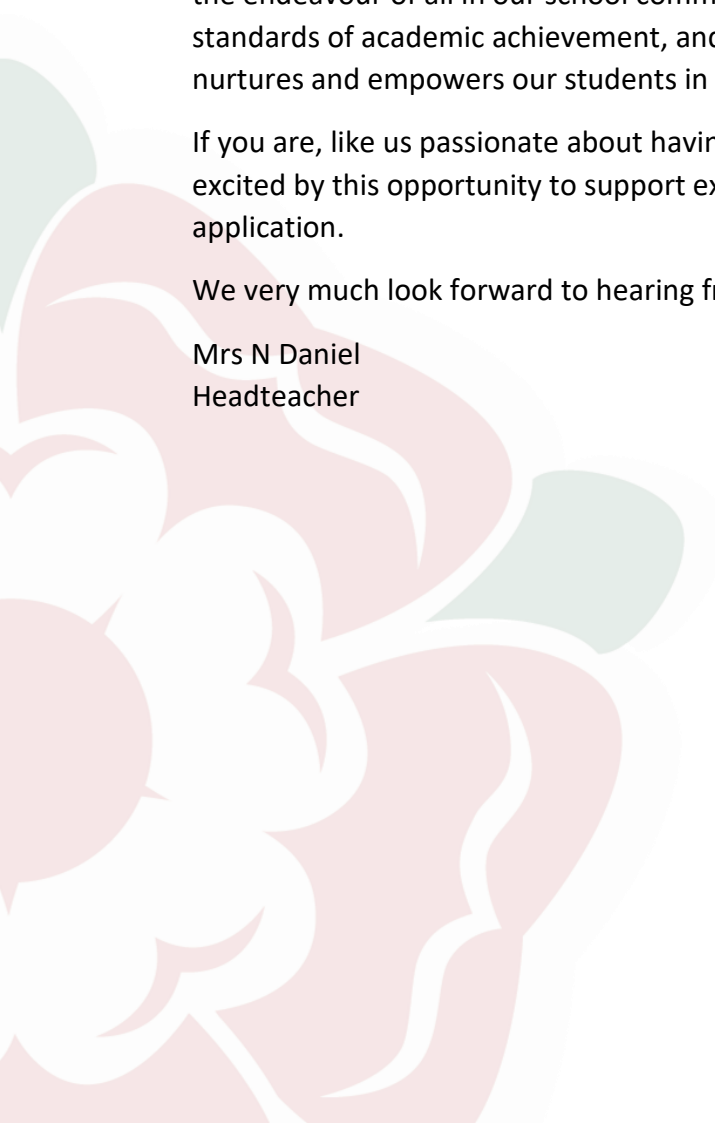
I would like to thank you for taking the time to find out more about the role of Lunchtime Assistant. We are looking for a dedicated and enthusiastic individual to join our lunchtime supervision team. Successful candidates will be required to act as a member of the team, supervising pupils during the lunch break and to sustain the welfare and the safety of the pupils during the break period as directed by senior members of staff.

Queen Mary's High School is a wonderful place to work and learn, teach and lead, and our students are truly exceptional. We have a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence.

If you are, like us passionate about having a positive impact on young people's lives, and excited by this opportunity to support exceptional young people, we warmly welcome your application.

We very much look forward to hearing from you.

Mrs N Daniel  
Headteacher



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## ABOUT QUEEN MARY'S HIGH SCHOOL

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Queen Mary's High School is an 11 to 18 selective girls' grammar school with approximately 950 students. We are co-educational in our Sixth Form provision.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its pupil population and engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 28% with the aim of this rising to 30% for the whole school over time.

Queen Mary's High School has been educating young women since it was founded in 1893. Located in the heart of Walsall, we draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We are resolute in our pursuit of social mobility and social justice as well as our aim to create the thinkers, leaders and change makers of the future.

In order to achieve this, we:

- Provide opportunities for each student to achieve the highest possible standards
- Inspire a love of learning for its own sake
- Foster self-esteem and sensitivity to the needs of others
- Develop an appreciation of our cultural heritage
- Equip each student to take a responsible place in society



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# ABOUT THE MERCIAN TRUST

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The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.

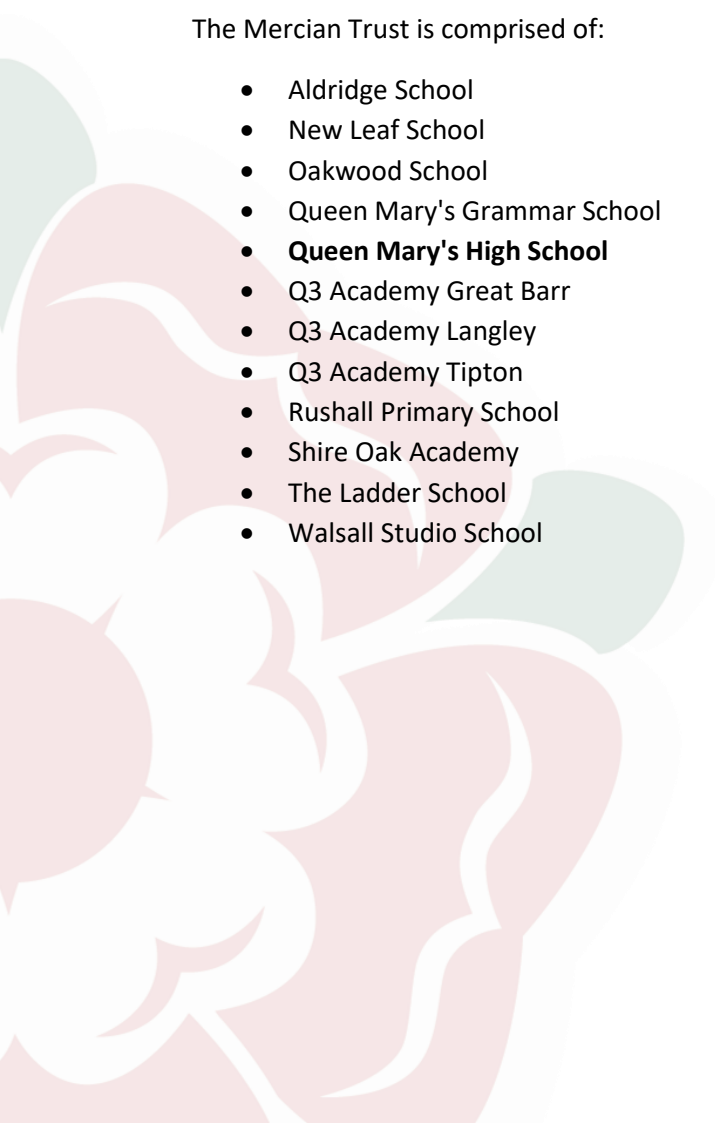
The Mercian Trust was formed in 2018, originally with five schools in Walsall. In 2019 the Trust opened its first new school, The Ladder School, an alternative provision school located in our St Matthew's Education Campus in Walsall town centre. In 2022 our Trust grew further, welcoming in the three schools of the Q3 Academies Trust in neighbouring Sandwell and in 2025 we were joined by three more Walsall schools - a special school, a primary school, and an alternative provision school.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust is comprised of:

- Aldridge School
  - New Leaf School
  - Oakwood School
  - Queen Mary's Grammar School
  - **Queen Mary's High School**
  - Q3 Academy Great Barr
  - Q3 Academy Langley
  - Q3 Academy Tipton
  - Rushall Primary School
  - Shire Oak Academy
  - The Ladder School
  - Walsall Studio School
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## THE ROLE: LUNCHTIME ASSISTANT

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**Responsible to:** Assistant Headteacher

### Job Purpose

- To work under the direction and instruction of senior staff to provide care to our young people during the school lunch break.

### Job Description

- Effectively manage the queue to the dining hall, following the published half-termly rota for year group timings
- Supervision of pupils whilst in the canteen and around the school site
- Patrolling the school and “out of bounds” areas regularly
- Help maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures
- Assist with pupil needs as appropriate during the school day
- Reporting incidents and accidents to the appropriate members of staff
- Supporting and implementing the school's Behaviour Policy

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## PERSON SPECIFICATION

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Qualifications, Experience, Knowledge, Skills, Abilities and Attributes	Essential	Desirable
GCSE English and Maths, Grade A*- C (or Equivalent)		✓
Experience of working co-operatively and flexibly	✓	
Experience of working in an educational setting		✓
The ability to relate to young people with differing needs	✓	
Strong and effective communication and interpersonal skills	✓	
Excellent time management	✓	
The ability to work effectively as part of a team	✓	
Be optimistic, enthusiastic and generous of spirit	✓	
Ability to build effective working relationships with students and staff	✓	
Commitment to promoting the ethos and values of the school and the Mercian Trust	✓	
Be committed to safeguarding, equality and promoting the welfare of children and young people	✓	

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## SAFEGUARDING AND SAFER RECRUITMENT

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- Queen Mary's High School are committed to safeguarding and promoting the welfare of children and young people.
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.
- You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

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## HEALTH AND SAFETY

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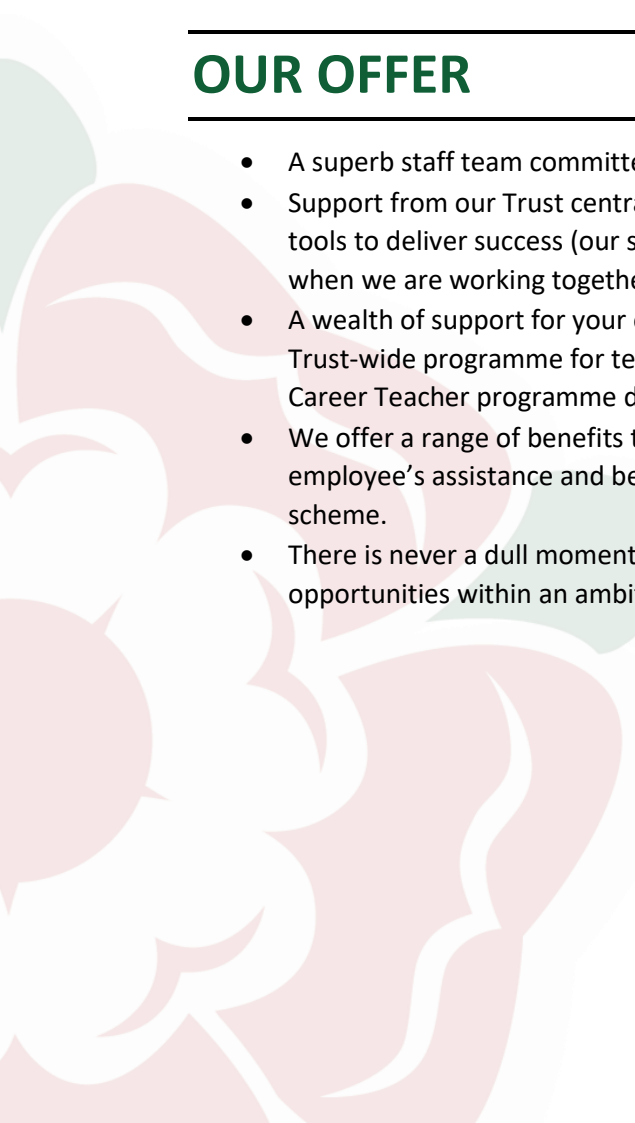
The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

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## OUR OFFER

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- A superb staff team committed to doing their absolute best for all in our school community.
  - Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
  - A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust.
  - We offer a range of benefits to support our staff wellbeing including access to the employee's assistance and benefits programme, our school fitness suite and a cycle to work scheme.
  - There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.
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## KEY INFORMATION – HOW TO APPLY

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<b>Post</b>	Lunchtime Assistant
<b>Responsible to</b>	Assistant Headteacher
<b>Contract and Salary</b>	<p>This is a part-time, permanent position working 6.25 hours per week (12:50pm – 2:05pm each day), Monday-Friday, for 39 weeks a year (term time only, inclusive of INSET days).</p> <p>NJC Pay Scale, Grade 2 (SCP 2-4) FTE Salary: £24,413 - £25,185 <b>Actual Salary: £3,547 - £3,659 per annum</b></p>
<b>Closing Date</b>	Sunday 25 <sup>th</sup> January 2026
<b>Interview Date</b>	Tuesday 3 <sup>rd</sup> February 2026
<b>Start Date</b>	As soon as possible
<b>How to apply</b>	Complete the Mercian Trust online application form.

