

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

Email: qmarys@qmhs.merciantrust.org.uk

Headteacher: Mrs N Daniel

Chair of Governors: Mr T Normanton

WELCOME TO QUEEN MARY'S HIGH SCHOOL

October 2025

Dear Applicant,

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

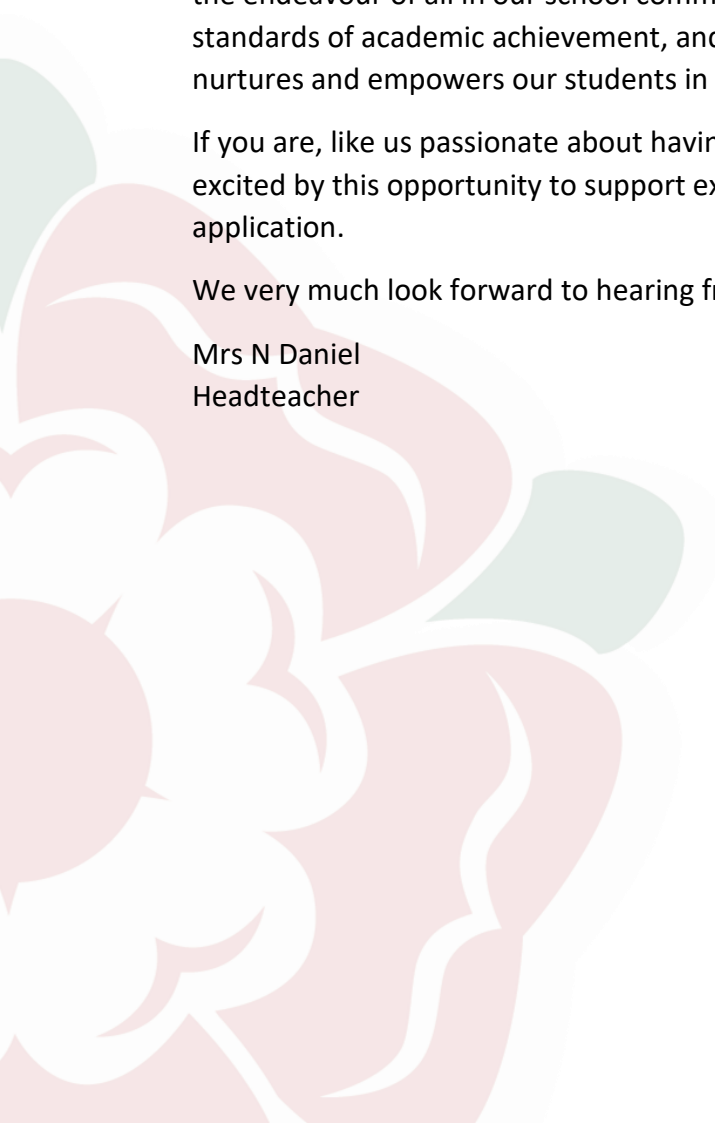
I would like to thank you for taking the time to find out more about the role of Lunchtime Assistant. We are looking for a dedicated and enthusiastic individual to join our lunchtime supervision team. Successful candidates will be required to act as a member of the team, supervising pupils during the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

Queen Mary's High School is a diverse, busy and happy school. Care for the individual lies at the heart of our provision. We are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged and is celebrated. Whilst academic achievement is a key part of our school culture, we recognise that there is much more to learning than that which takes place in the classroom. Our students benefit from and enjoy a range of extra-curricular activities. This includes participation in our competitive House system, opportunities in sport, music and drama, residential trips and visits along with a range of other clubs and societies. Sixth Form students play a key role in the life of the school through their leadership roles and capacity as role models for our younger students. We have a long and established tradition of educating the thinkers, doers and change makers of the future and have been doing so for over 125 years. Queen Mary's High School is a school which is proud of its heritage and tradition whilst simultaneously being committed to developing staff and students who are outward facing, innovative and ready to take on a challenge.

Queen Mary's High School has 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. Partnerships between school, parents and pupils enable examination success and wide-ranging life enriching opportunities outside of the classroom prepare and equip our students to meet the challenges of a rapidly evolving world.



ABOUT THE MERCIAN TRUST

Queen Mary's High School and Queen Mary's Grammar School are Founder members of the Mercian Multi-Academy Trust.

According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education. We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton.

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community. The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.



THE ROLE: LUNCHTIME ASSISTANT

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

PERSON SPECIFICATION

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	✓	

SAFEGUARDING AND SAFER RECRUITMENT

- 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).

HEALTH AND SAFETY

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.

OUR OFFER

- 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.

KEY INFORMATION – HOW TO APPLY

Post	Lunchtime Assistant
Responsible to	Assistant Headteacher
Contract and Salary	<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 Actual Salary: £3,547 - £3,659 per annum</p>
Closing Date	Monday 5 th January 2026
Interview Date	Tuesday 13 th January 2026
Start Date	As soon as possible
How to apply	Complete the Mercian Trust online application form.

