



Lunchtime Assistant - Early Years

Recruitment Pack





Dear Applicant

Re: Lunchtime Assistant – Early Years

Thank you for your interest in our Lunchtime Assistant – Early Years position at Weetwood Primary School. We are a happy, thriving school with a passion for creative teaching, lifelong learning and providing memorable experiences for our pupils.

Our vision is to serve our community by developing happy, confident, resilient children. Creating independent learners with an inclusive world-view through a broad and balanced curriculum, delivered by talented and engaged staff, enabling all to achieve their full potential.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work collaboratively with our class teachers and support staff to deliver high-quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experience, with access to relevant CPD and the support of a collaborative staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We also have an active PTA, that raises significant funds and maintains a strong relationship with the leadership team. In short, Weetwood is a vibrant, happy and stimulating place to work, and an excellent prospect for anyone looking to further their career.

I hope that, after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



School Mission Statement and Aims

**Respecting each other,
Expecting our best,
Learning in a happy school.**

'Taking PRIDE in all we do'

Positivity, Respect, Inclusivity, Determination and Excellence.

We feel it is our task to identify the needs of pupils and help them to

- Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- Develop skills for intellectual, physical, emotional and social learning;
- Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- Begin to understand the complex world in which they live;
- Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- Appreciate, and develop the confidence to contribute to human achievements;
- Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.

At Weetwood Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the following values to the children throughout their journey at Weetwood.



The Application Process

Interested candidates are welcome to contact Mrs Haworth for further information on the post on 0113 3230450 or at busar@weetwoodprimary.co.uk. Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

CVs are not accepted as part of the application process.

Where and when do I need to send my completed application?

Your completed application form should be emailed to busar@weetwoodprimary.co.uk

Closing date: 25 March 2026 at 12:00

Interview Date: 30 March 2026

Job Start Date: As soon as possible

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the School Office.



Vacancy Advert

Post: Lunchtime Assistant

Salary: Pay Scale A1 Point 2 - £12.69 per hour currently

Contract Type: Permanent

Contract Term: Part-time term-time only

Hours: 10 hours per week – Monday to Friday 11:30-13:30

Responsible To: Senior Leadership Team and Early Years Leader

We are looking for a Lunchtime Assistant to support children in our Early Years setting, both in the dining area and in the playground during lunchtime. You will help ensure the safety, welfare and positive behaviour of the children, while also supporting them to develop social skills and enjoy positive play experiences. This role is ideal for someone looking to gain experience in a school environment or for anyone seeking a few hours of work each day during term time.

You will receive:

- Behaviour management training.
- Safeguarding training.
- Health and safety support.

If you are someone who:

- Has experience of working with children or is keen to develop a career in this area;
- Can engage children in a range of play activities;
- Shows enthusiasm for working in a school environment where pupils are at the centre of everything we do;
- Is willing to undertake the relevant training needed for the role;

...then we want to hear from you.

What can we offer you:

- A supportive team of dedicated, friendly staff.
- Strong commitment to professional development through training and collaboration with experienced practitioners.
- Enthusiastic and motivated children who are curious to learn.



Enhanced Disclosure

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



Job Description

Job Title: Lunchtime Assistant

Job Purpose: To provide effective supervision of pupils during the lunchtime period, ensuring their safety, wellbeing, and good conduct, both in the dining hall and in the playground.

MAIN DUTIES AND RESPONSIBILITIES:

Lunchtime Supervision

1. Support pupils while they eat lunch, including cutting up food for pupils, ensuring tables are clean and water is available.
2. Ensure standards for healthy eating and table manners are maintained.
3. Report accidents to the Senior Leadership Team and complete accident form as necessary.
4. Ensure that school behaviour policies are implemented.
5. Support the work of other Supervisory Assistants.
6. Support induction and training of new staff as required by the Senior Leadership Team.
7. Respond to duty delegation as required by the Senior Leadership Team.
8. Lead the children in the establishment of suitable playground games/activities.
9. Record inappropriate pupil behaviour and convey serious incidents to the Senior Leadership Team and/or a teacher.
10. Maintain checks throughout the lunch break to ensure pupils are safe.
11. Follow advice given by the Midday Supervisor in cases of inclement weather.

Professional Development

12. Improve practice through reflection, observation, evaluation, and participation in CPD.
13. Engage fully in the school's appraisal processes and wider training opportunities.

Personal and Professional Conduct

14. Work collaboratively with colleagues, knowing when to seek help and advice.
15. Comply with school and Leeds City Council policies, including safeguarding, child protection, health and safety, confidentiality, and data protection.
16. Contribute positively to the school's ethos, aims, and wider activities, including attending meetings and training events.
17. Promote equality, celebrate diversity, and challenge discrimination, bullying, harassment, or victimisation in line with school and council policies.



Safeguarding

18. Work in accordance with statutory safeguarding guidance and the school's safeguarding and child protection policies.
19. Collaborate with the Designated Safeguarding Lead (DSL) to promote pupils' welfare and share concerns appropriately.
20. Take responsibility for safeguarding all pupils and following child protection procedures.

Additional Responsibilities

The duties listed are not exhaustive and may be amended or supplemented to reflect the needs of the school and the grade of the post.



Personal Specification

Essential Requirements:

It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

Criteria	Qualities
Qualifications and Experience	<ul style="list-style-type: none">• Good standard of general education.• Willingness to undertake relevant training as required.• Working with or caring for children of relevant age.
Skills and Knowledge	<ul style="list-style-type: none">• Ability to communicate effectively with children and adults.• Understanding of safeguarding and child protection requirements.• Ability to support and promote healthy eating and positive behaviour.• Ability to work as part of a team.
Personal Qualities	<ul style="list-style-type: none">• Friendly, approachable, and professional manner.• Ability to remain calm under pressure and maintain a safe, positive atmosphere.• Commitment to upholding and promoting the ethos and values of the school.• Reliable, punctual, and flexible.• Commitment to equality, diversity, and inclusion.

Desirable Requirements:

Criteria	Qualities
Qualifications and Experience	<ul style="list-style-type: none">• Experience in a school or similar environment.• Basic childcare and health and safety knowledge.• Appropriate knowledge of first aid is desirable.