



Lunchtime Assistant - Early Years

Recruitment Pack





Dear Applicant

Re: Lunchtime Assistant

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

We work closely with our family of schools in Headingley, Kirkstall and the surrounding area and provide holiday clubs for pupils at the surrounding schools. We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work alongside our class teachers and other support staff to deliver high quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experiences and have access to relevant CPD whilst working with a supportive staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, who raise considerable funds for the school and have an excellent relationship with the school leadership team. In short, Weetwood is an exciting, happy and stimulating place to work, and a good 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



Our Vision and Aims

**Respecting each other,
Striving to be our best,
Learning in a happy school.**

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.

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.



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 bursar@weetwoodprimary.co.uk

Closing date: 14 November 2025 at 09:00

Interview Date: 20 November 2025

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 - £12.65 per hour currently

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

We are looking for a Lunchtime Assistant to support the children in our Early Years in the dining area and in the playground during lunchtime. Your role will be to support the school with the safety, welfare and behaviour of the children and help the children with social skills and positive play experiences. This role is perfect for someone wanting to gain school experience or someone who would like a few hours a day during term time.

You will receive:

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

If you are someone who:

- Has relevant experience of working with children or is looking to work with children in the future;
- Has a range of skills to engage children in play;
- Shows enthusiasm for a role in a school environment which sees pupils at its heart;
- Is willing to undertake the relevant training to support them with the role;

...then we want to hear from you.

What can we offer you:

- A supportive team of dedicated, friendly staff;
- An opportunity to develop your role through training and working with other experienced practitioners;
- Kind, friendly and enthusiastic children.



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

School: Weetwood Primary School

Job Title: Lunchtime Assistant

Grade: A1

Responsible To: Senior Leadership Team

Job Purpose: To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Responsibilities:

Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available.

Ensure standards for healthy eating and table manners are maintained.

Report accidents to the Midday Supervisor and complete accident form if necessary.

Ensure that school behaviour policies are implemented.

Support the work of other Supervisory Assistants.

Support induction and training of new staff as required by the Midday Supervisor.

Respond to duty delegation as required by the Midday Supervisor.

Lead the children in the establishment of suitable playground games/activities.

Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or a teacher.

Maintain checks throughout the lunch break to ensure pupils are safe.

Follow advice given by the Midday Supervisor on action to be taken in cases of inclement weather.

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills.

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.



Be aware of and comply with school and Leeds City Council policies and procedures such as child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual(s) involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications:

Appropriate knowledge of first aid is desirable.



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.

Knowledge Required:

Working with or caring for children of relevant age.

Basic childcare and health and safety knowledge.

Experience Required:

N/A

Skills Required:

Ability to relate well to children and adults.

Ability to work constructively as part of a team.

Ability to maintain a safe, calm and happy approach.

A flexible approach to working with the ability, if required, to occasionally work outside of school hours and off school premises.

Behavioural and Other Characteristics Required:

Committed to continuous improvement.

Ability to understand and observe the School's and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the School's and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.