



Sulhamstead and Upton Nervet C of E Primary School

Church Lane, Upton Nervet, Reading RG7 4HH

Tel: 0118 9832223

Email: soffice@sun.w-berks.sch.uk

Headteacher: Miss Melissa Kennedy

Lunchtime Controller

Lunchtime cover

Salary – Grade B - £3,534 per annum

6 hours 15 minutes a week, Initial fixed term contract to 31 August 2026

Required for January 2026

An exciting opportunity has arisen for a Lunchtime controller with to join our nurturing team at Sulhamstead & Upton Nervet CE Primary School and play a crucial role in supporting both teachers and pupils.

Key Duties:

- Monitor the children's activities prior to, during and after the lunch time meal as required
- Assist in the preparation for, and tidying up after, the lunch time meal
- Assist in the conveyance of children between school buildings
- Report accidents to the duty member of staff and where necessary seek the advice and support of a first aider
- Alert headteacher to any health and safety concerns relating to lunchtime activities
- Undertake other related duties as directed by the Head teacher, Class Teacher or the duty member of staff
- Interact and support the children during playtime, promoting our excellent ethos
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity
- Comply with school health and safety policies, procedures and rules

This is an initial fixed term position, required for **5 days a week from 11:45am – 1:00pm, term time only**. We value investment in our staff, so additional hours may be required for staff training opportunities throughout the year.

About You

- You will be trustworthy, enthusiastic, full of energy, well-organized, and self-motivated.
- You will have excellent communication skills and be able to build a solid and appropriate rapport with children.

Visits to the school are warmly welcomed. Please ring or email the school office to arrange and to request an application form or visit the DfE Teaching Vacancies website: <https://teaching-vacancies.service.gov.uk/>

Closing date: Friday 02 January 2026

Interviews: tbc

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

We are committed to securing genuine equality of opportunity in all aspects of our activities as an employer and education provider.