



## APPLICANT PACK

# Lunchtime Supervisor

*St Mary's Catholic Primary School*

*Richmond*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Lunchtime Supervisor. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to [Mackle.f@smr.npcat.org.uk](mailto:Mackle.f@smr.npcat.org.uk) by the **closing date, Friday 27th February 2026 by 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Fran Mackle, Headteacher at [Mackle.f@smr.npcat.org.uk](mailto:Mackle.f@smr.npcat.org.uk)

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

# Job Advert

<b>Required:</b>	As soon as possible
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£24,796 pro rata (actual salary £2,820)
<b>Hours:</b>	5 hours per week, Monday to Friday, Term Time Only
<b>Location:</b>	St Mary's Catholic Primary School, Cross Lanes, Richmond, DL10 7DZ

St Mary's are looking to recruit a Lunchtime Supervisor to join our current team in securing the safety and welfare of children during lunchtime. The successful applicant will be responsible for the care and well-being of pupils, organising suitable play activities and developing good personal and social skills.

Previous experience is not necessary, but you will need to be a good role model to the children and be reliable and committed.

## **The successful candidate should:**

- Have an enthusiastic and positive personality
- Have strong strategies for promoting positive behaviour
- Be an effective communicator and work as part of a vibrant team
- Be confident when leading physical activities and have strategies that include all children
- Have a strong commitment to the school and follow the staff code of conduct
- Be able to support the personal, social and emotional development of the children
- Be able to maintain the highest standards of confidentiality

## **We can offer:**

- A welcoming and highly supportive school and wider community
- Friendly children who are eager to learn
- A unique and beautiful school environment
- Personal and professional development opportunities
- An experienced and committed staff with a supportive Governing Body and
- wider School / Church community

For further information about the role, please refer to the Job Description and Person Specification enclosed.

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, we advise submitting your application as early as possible.**

**Closing date: Friday 27th February 2026 at 9am**  
**Interview: To be confirmed**

Please refer to the back page of this application pack for details of how to apply for this position.

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Lunchtime Supervisor

**Grade:** A SCP 3

## Job Purpose

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

## Main Duties & Responsibilities

- Escort pupils to and from the dining area, as necessary.
- Ensure that pupils having a school lunch are in the dining hall at the correct time.
- Help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary.
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished.
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use.
- Report to senior members of staff any child whose diet may give rise for concern.
- Take charge of groups of children in the playground or the classroom.
- Devise and initiate constructive play opportunities for children when required.
- Ensure that children remain within a safe environment, and that they play safely.
- Set suitable behaviour standards in line with school policy.
- Help children acquire social skills.
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary.
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance.
- Report to senior members of staff any acts that constitute serious infringements of school rules.
- Liaise effectively and professionally with staff, teachers and parents, as required.
- Attend training, as required.

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine*

***PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE***

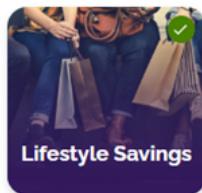
# Person Specification

Stage	Essential		Desirable	
<b>Qualifications &amp; Education</b>			D1	Current First Aid qualification
<b>Experience &amp; Knowledge</b>	E1	Supervising children as a parent or carer	D2	Working with groups of children on a voluntary or paid basis
	E2	Managing the behaviour of groups of children	D3	Child development and social interaction
<b>Skills &amp; Abilities</b>	E3	Work effectively as part of a group and individually	D5	Communicate effectively (both orally and in writing) to an appropriate standard
	E4	Inspire trust and confidence in children	D6	Recognise behaviour giving cause for concern, and inform teaching staff
	E5	Encourage high standards of pupil behaviour at all times	D7	Teach play activities to other Lunch Supervisors
	E6	Liaise with parents in a professional manner	D8	Examine systems critically, and suggest ways of improving efficiency
	E7	Observe the boundaries of the role, and respect confidential information		
	E8	Initiate games and activities appropriate to the age of the children		
	E9	Relate to children on their level		
	E10	Remain calm in a crisis		
<b>Personal Attributes</b>	E11	Creative, Empathetic, Organised Patient, Resourceful, Tolerant		
<b>Special Requirements</b>	E12	An understanding of safeguarding and child protection requirements		
	E13	An understanding of the Catholic ethos of NPCAT		

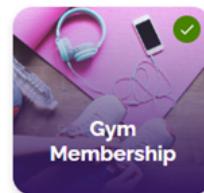
# Why work for us?



Cycle to Work



Lifestyle Savings



Gym Membership

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

## We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

## Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring** to: [Mackle.f@smr.npcat.org.uk](mailto:Mackle.f@smr.npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Fran Mackle, Headteacher at [Mackle.f@smr.npcat.org.uk](mailto:Mackle.f@smr.npcat.org.uk)

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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