Lunchtime Supervisor

We are currently seeking reliable staff to join our team of lunchtime supervisors. Positions are available for either 7.5 hours per week or 12.5 hours per week (split shift), working term time only. Times may vary according to Academy activities throughout the academic year.

Post Level Band A/B £13.28 per hour. Salary is annualised and paid in equal monthly instalments over 12 months.

TYPICAL TASKS

- Supervise and ensure the safety and well-being of pupils during the lunchtime period.
- Attend to any minor accidents or to any pupil who becomes ill
- Report to academy staff on duty if an accident occurs or if a pupil falls ill
- Report to the academy staff on duty any acts by pupils which breach school rules
- Assist in the smooth running of the cafeteria service – e.g.
  - Supervise pupils in the queue
  - Ensure tables and chairs are set up and cleared after use and used plates, trays, cutlery etc. are returned to designated area
  - Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away after use
  - Assist with clearance of litter around the site
- Work under the general direction of the Business Manager or other designated person in charge
- Be responsible for the management of pupils' behaviour and for ensuring continuity of behaviour sanctions from the morning and into the afternoon sessions
- Deal with disciplinary matters of pupils, in accordance with school's rules and policies
- Be responsible for the management of pupils' safety during the lunchtime session
- Be expected to administer First Aid and EpiPens as necessary (training will be provided)
- Ensure equipment is checked and is safe for use

This post is temporary 12 months in the first instance

Please complete the application form. A written statement in support of your application will be accepted but we do not consider CVs. The application form can be found on our website and once completed sent to admin@alcesteracademy.org.uk.

The deadline for applications is 12 noon on Friday 27th November 2026.
Interviews TBC.

If you have any questions with regard to this vacancy or wish to visit the school, please contact admin@alcesteracademy.org.uk

We look forward to receiving your application.

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is required for appointment to this post. In line with safeguarding procedures, all shortlisted candidates will be subject to an online search prior to interview. This forms part of our safer recruitment checks.

*****Strictly no agencies*****