



**GRIMES DYKE
PRIMARY SCHOOL**

ASPIRE ENJOY ACHIEVE

Lunchtime Assistant / Play Team Member

Recruitment Information Pack



**Grimes Dyke Primary
Stanks Drive
Leeds
LS14 5BY
0113 2941066**

Lunchtime Assistant

Recruitment Information Pack

Contents

Letter from Headteacher.....	3
Application Process.....	4
Vacancy Advert.....	5
Job Description.....	6
Key Skills and Competencies.....	8

Dear Applicant

Re: Lunchtime Assistant

Thank you for your interest in our Play Team posts at Grimes Dyke Primary School. At Grimes Dyke we are very focussed on children's right to quality play, especially at lunchtimes which equates to 20% of children's week. For this reason, our lunchtime supervisors are collectively known as the **'Play Team.'**

We are a happy thriving school with a passion for creative teaching and outdoor learning. Our school motto is **Aspire, Enjoy, Achieve.**

We are looking to employ a Play Team member to work Mondays to Fridays over our lunchtime period. The successful candidate will supervise children during their lunch and also supervise safe indoor / outdoor play, encouraging good behaviour, healthy eating and positive play during the lunchtime period. We are looking to someone who is enthusiastic and can build good relationships with pupils and colleagues. We are always keen to get outside whatever the weather, so if this is you, then we welcome your application for this post.

Yours faithfully

Miss Louise Hill
Headteacher

The Application Process

Interested candidates are welcome to contact Ms Angela Gilmartin, School Business Manager for further information on the post on 0113 2941066 or by email using the following address angela.gilmartin@grimesdyke.leeds.school.uk Visit our school website, Facebook or Twitter pages to get a feel for the school. www.grimesdyke.leeds.school.co.uk.

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 key skills and competencies 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.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. 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 and why you are an ideal candidate. CVs are not accepted as part of the application process.

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

Your completed application form and covering letter should be returned to headteacher@grimesdyke.leeds.sch.uk

- Closing date: Monday 15th June
- Interview date: Monday 22nd June

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 by Wednesday 17th June. If you have any queries on any aspect of the application process or need additional information, please contact Ms Gilmartin on 0113 2941066

Vacancy Advert

Play Team Member

Post: Part time, 11.45am – 1.18pm, 7.75 hours per week, term time only,
permanent

Start date as soon as possible

Grade A1 Scale Point 1-2 £9.25 - £9.43 per hour

Midday Supervisory Assistant to work 5 days per week over the lunch time period.

We are looking for a midday supervisory assistant to join our play team who support our children over lunchtimes. The hours are 11.45am - 1.18pm. (7.75 hours per week) Duties include supervising children with their meals, supervising children in the playground and encouraging good quality play. The appointment is subject to a full DBS check.

Safeguarding Statement:

Grimes Dyke Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Enhanced Disclosure

Thank you for your interest in this post at Grimes Dyke 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 successful, 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 - Grimes Dyke Primary School

Post Title

Lunchtime Supervisory Assistant

GRADE

A1

Post Ref

Post(s) to which directly responsible

Headteacher/Teacher

Post(s) for which directly responsible

N/A

Purpose of job

To be responsible for ensuring the good conduct and safety of pupils during the lunchtime period. The organisation and deployment of lunchtime staff (e.g. supervisory assistants). Organising appropriate structured creative play activities. To work under the instruction/guidance of Headteacher/ teaching staff /senior staff.

Responsibilities

- Identify any inappropriate behaviour in pupil(s) and encourage pupils to take responsibility for their own behaviour using methods suggested by the Teacher/Headteacher (typically this post is not required to regularly handle very difficult or challenging behaviour from pupils, although there may be some requirement to do so).
- Ensure that all pupils are complying with the school's behaviour policy and that the Supervisory Assistants implement and support the school's behaviour policy.
- Effective management of resources and deployment of staff to ensure high quality standard of support for pupils during the lunchtime period.
- Lead the induction and training programme for all new lunchtime Supervisory Assistants.
- Effectively communication with team members and to ensure staff work effectively as a team.
- Awareness of Child Protection procedures within school and the appropriate contact to refer issues to.
- Enabling children to be ready for learning in the afternoon period by the organisation of structured play activities.
- Taking responsibility for communicating any issues that have occurred over the lunchtime period to appropriate staff within school.
- Receiving communication from staff regarding any issues that lunchtime staff need to be aware of and communicating this to the appropriate members of the lunchtime team.
- Ensuring play activities are inclusive for all pupils.

- Reporting and any accidents / incidents using appropriate mechanisms within school and completing accident forms, where appropriate.
- Set standards for table manners and ensure that healthy eating initiatives are promoted.
- Ensure that all staff implement and support the school's behaviour policy.
- Knowledge of appropriate health and safety issues and responsibility for reporting any issues through the correct procedures within school.
- Ensure any training issues for lunchtime staff are identified and discuss appropriate training with Headteacher/Teacher.
- Communicate to staff appropriate procedures for inclement weather.
- To be responsible for the monitoring of play activities within the lunchtime period.
- To work in an anti-discriminatory manner and uphold and promote the standards and equal opportunities of the school and Leeds City Council.
- Ensuring the delivery of creative play opportunities within a safe and caring environment.
- Listen to and, wherever possible, resolve the grievances and difficulties of colleagues.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post
- Responsible for safeguarding children and promoting their welfare and following child protection procedures.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Grimes Dyke Primary School

Grimes Dyke has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade: A1
 Annual Leave: Term time only working
 Hours: 7.75 hours per week
 Conditions of Service: NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Job Description Prepared / Reviewed by: L.Hill

Date: Feb 2026

Job Description Approved by:

Date:

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Implement and monitor creative activities for pupils at lunchtimes	*		A & I
Good communication skills	*		A & I
Ability to relate well to children and adults	*		A & I
Ability to work constructively as part of a team, understanding lunchtime staffing roles and responsibilities and your own position within these	*		A & I
Literacy skills		*	A
Ability to identify your own and those you supervise training needs.		*	A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Understanding of Health and Safety issues	*		A & I
Awareness of Child Protection issues	*		A & I
Understanding of the Behaviour Management issues and strategies		*	A & I
NVQ 1 for Teaching Assistants		*	A & C
Appropriate first aid training		*	A & C

EXPERIENCE	Ess	Des	MOA
Experience working with children of the relevant age	*		A & I
Experience of working with pupils with additional needs		*	A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate