

Parish C.E. Primary School, Part of Aquinas

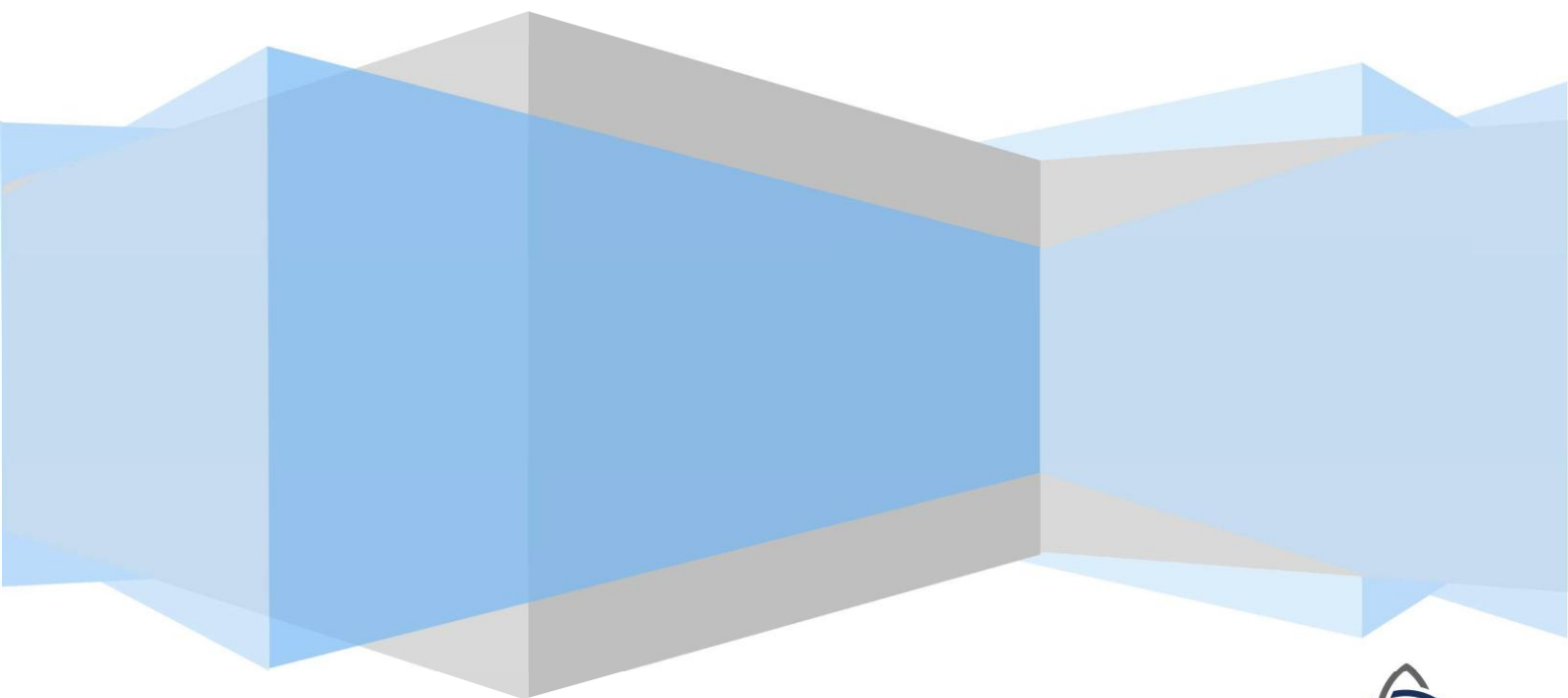
<http://www.parishceschool.com/>

www.aquinastrust.org

Application Pack

Lunchtime Supervisor- pupils with medical needs (2-years FTC)

Required: **ASAP**



Lunchtime Supervisor- pupils with medical needs (2-years FTC)

The Lunchtime Supervisor for pupils with medical needs will work as part of the lunchtime team and will take responsibility for the close supervision of a small group of children identified as requiring additional support for the duration of the lunchtime, due to medical needs and individual health care plans. The role will ensure that any medical events and/or issues which occur at lunchtime will be actioned with the child(ren), following appropriate procedures, policies and care plans and communicated to colleagues and parents where appropriate. You will also work as a midday supervisor in relation to the allocated group of children. Lunchtime supervisors work under the general direction of the School's Leadership Team to help supervise the children during the lunchtime break period and assist with the dining hall duties. This can involve helping pupils with trays and cutlery (but not serving food) and supervising them in the dining hall or play areas.

The role will involve:

- Always ensuring the safety and well-being of children.
- Supervising conduct of pupils in the lunch hall and playground.
- Always promoting good manners and appropriate behaviour.
- Supporting and encouraging pupils' social interaction.
- Developing pupils' understanding of team activities and individual pursuits.
- Undertaking first aid as needed, following health and safety guidelines.
- Communicating with children, colleagues and parents with tact and sensitivity.
- Supporting and encouraging pupil's social interaction and undertaking first aid as needed.
- Supervising and being responsible for the medical needs of designated pupils as agreed with the SLT.

Our ideal candidate will have:

- A good standard of education.
- A flexible attitude.
- Listening and observation skills.
- Team working skills.
- An ability to deal with parents and children with tact and sensitivity.
- General experience of children and their supervision.
- Good communication skills.
- Be self-motivated.
- Good time management skills and the ability to prioritise tasks.
- A good attention to detail; and
- A good sense of humour.
- First aid/medical background/knowledge.

In return, we offer:

- A commitment to your ongoing professional development through training, coaching and mentoring.
- A school in which the pupils are polite, enthusiastic and keen learners.
- A caring staff who are dedicated to learning and to supporting each other.
- A unique environment ranging from purpose-built classrooms to a Grade 2* listed mansion building, a forest school and a large school field.

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an internal application form

- Closing date for applications: **Monday 17th November 2025 – 9am**
We reserve the right to withdraw this advertisement at any point for the right candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- Interviews and task activities: **To be confirmed**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

APPLYING

Please send your application form, by email to Aquinas.recruitment@aquinastrust.org.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

JOB DESCRIPTION

DETAILS

Job Title:	Lunchtime Supervisor- Pupils with medical needs (2 years Fixed-term Contract)
Grade:	Aquinas A3 (Full Time Range £25,434.00 p.a. - £26,766.00 p.a.)
Pro-Rata salary:	£3,025.05 - £3,188.47 p.a.
Hours:	5 hrs per week 12:15-13:15, Monday to Friday
Weeks:	39 Weeks per year
Contract:	2 Year Fixed Term
Reports to:	Senior Leadership

THE ROLE

The main purpose of the role is to:

- Always ensuring the safety and well-being of children.
- Supervising designated pupils in the lunch hall and playground, identifying any medical incidents (such as fits and seizures or any signs of children becoming unwell), and acting as per school's procedure to support the children and inform their families.
- Always promoting good manners and appropriate behaviour.
- Supporting and encouraging pupils' social interaction.
- Developing pupils' understanding of team activities and individual pursuits.
- Undertaking first aid as needed, following health and safety guidelines.
- Communicating with children, colleagues and parents with tact and sensitivity.
- Work under the general direction of the School's Leadership Team as a Lunchtime Supervisor to help supervise the children during the lunchtime break period and assist with the dining hall duties. This can involve helping pupils with trays and cutlery (but not serving food) and supervising them in the dining hall or play areas.

Pupils are expected to clear their trays and to place cutlery, tray, and any waste food in the appropriate containers in the dining hall under the supervision of a Lunchtime Supervisor. In the play areas it is the Supervisors' job to ensure that children play safely and to deal with any minor accidents or disagreements which might occur. (Other staff are always available within the school to assist if necessary.) The Supervisor is also required to record in the school's accident book any incidents which may occur and to report them to the relevant member of the teaching staff. Help secure the safety, welfare, and good conduct of pupils during the lunchtime break period and assist with the dining hall duties. The Lunchtime Supervisor for pupils with medical needs must ensure that designated pupils are always monitored and within sight of them.

The following list of responsibilities and duties are not exhaustive.

DUTIES AND RESPONSIBILITIES – LUNCHTIME SUPERVISOR MEDICAL NEEDS

- To be familiar with individual health care plans and the needs of individual pupils
- To have read all policies related to first aid and medical needs and to act in accordance with them
- To be aware of the names of designated children and to take account of children's needs when monitoring them
- To make the necessary preparations e.g. knowing where pupils will be, agreeing suitable activities,
- To fully brief class teachers on medical issues which have occurred during lunch time.
- To document medical issues which have occurred during lunchtime using the appropriate system.

- To communicate concerns to parents sensitively and tactfully.
- To attend team meetings and training opportunities
- To be responsible for any other activities considered to be commensurate with the role and responsibilities of the post.
- The post holder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.
- To be aware of Child Protection procedures, to understand the necessary protocols and to communicate any concerns immediately to the Play Coordinator.
- To be aware of the school's policies on Accidents, Behaviour, Play, Health and Safety, Inclusion, etc. and to incorporate these into everyday practice.

Resources

- To create and maintain a working area that is a pleasant, tidy and a well organised environment.
- To ensure that equipment and other resources are properly cared for.
- To take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the class teacher and/or Head teacher as appropriate.
- Use basic first aid equipment as required.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

DUTIES AND RESPONSIBILITIES – LUNCHTIME SUPERVISOR

- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises and help pupils in the dining area or play/other areas who may require assistance.
- Setting up the lunch hall and cleaning after lunch.
- Deal with minor incidents and where appropriate, refer serious incidents to the Headteacher/ Assistant Headteacher or nominated supervisor.
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate, e.g. basic first aid.
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline, and safety.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Helping pupils with trays and cutlery (but not serving food).
- Help pupils in the dining area or play/other areas who may require assistance.
- Assist with daily decisions on areas for pupil use, e.g. wet lunchtimes.
- Be familiar with safe use of outdoor equipment.
- Be aware of the school's policies on Accidents, Behaviour, Play, Health & Safety, Inclusion etc and to incorporate these into everyday practice.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

Resources

- Be familiar with safe use of outdoor equipment.

- To ensure that equipment and other resources are properly cared for.
- To take care of equipment and furniture with any damage or defects to fabric or equipment are reported to your line manager or site team as appropriate.
- Use first aid equipment as required.

TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

LUNCHTIME SUPERVISOR WITH MEDICAL NEEDS

Attributes	Description	Essential/ Desirable
Qualifications	Basic Skills qualification (numeracy/literacy skills)	E
	Competency in terms of qualifications or life skills equivalent to at least NVQ Level 2	E
	Safeguarding Training (<i>training can be provided once in post</i>)	E
	First aid training/training in specific medical procedures as appropriate	E
	Any qualifications in healthcare, such as nursing or relevant training in diabetes or epilepsy	D
	Positive Handling training	D
Experience and Relevant Knowledge	Experience of working with children of relevant age	E
	Experience of working with children with medical needs or experience of working in a healthcare setting	D
	An understanding of principles of child development and learning processes	E
	An understanding of the school's procedures relating to first aid, medical emergencies and safeguarding.	E
	An understanding of school's behaviour management and equality policies.	E
	An understanding of school roles and responsibilities and own position within these.	E
Skills and Abilities	Ability to work well with children and adults	E
	Ability to work closely as part of a team to develop good relationships and make an effective contribution to high morale.	E
	Ability to use effective strategies for managing and promoting good behaviour	E
	Ability to contribute to the school's ethos and promote the school's aims positively.	E
	Ability to relate to and communicate effectively with other staff members	E
	Ability to use ICT effectively to support learning	E

HEALTH AND SAFETY FUNCTIONS

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application, identify any health-related conditions which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	X
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	X
Exposure to blood /body fluids	X