



Recruitment Pack

Temporary Lunchtime Supervisory Assistant

Closing Date: noon on Monday 10th
November 2025

Headteacher: Mrs Fiona Wharton

This school is committed to safeguarding and promoting the welfare of all our children and expect all staff and volunteers to share this commitment.

Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful and we look forward to hearing from you.

Making an Application	Interview & Selection Process (continued)
Application Form If you wish to be considered for this post please complete the enclosed 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.). You will note that we require details of two referees, one of which must be your current or most recent employer. CVs are not accepted as part of the application process. 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. If you do not have enough space, please attach a separate sheet. Please remember to sign the declaration on the final page of the application form. For teaching posts: in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.	process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.
	Induction & Continuous Professional Development The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.
	Pre-employment Checks References If you are short-listed we will normally take up references before the interview date. One of your referees must be your current or most recent employer and be your manager. If you work in a school it must be the Headteacher. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children. Copies of references, or references that are addressed “to whom it may concern”, will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Online Check As part of due diligence safeguarding checks, an online search will be conducted.
Interview & Selection Process Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing. As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection	

Pre-employment Checks (continued)	School Policies
(DBS) Disclosure & Barring Service Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment. Prohibition checks (teachers only) Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC. Validation of Qualifications All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. Right to Work in the United Kingdom Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.	Child Protection This 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 have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy. Whistle Blowing We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues. Code of Conduct and Personal Behaviour The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils. The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school. Equal Opportunities We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Full details of all these policies are available in school.



Guisoley Primary School
Oxford Road
Leeds
West Yorkshire
LS20 9DA

Head: Mrs Fiona Wharton

Tel: 01943 873359

Email: office@guiseleyprimary.org

October 2025

Dear Applicant

Thank you for expressing interest in our Lunchtime Assistant vacancy, please find enclosed the Recruitment Pack with full details of the role.

The role is initially temporary until 31st August 2026 working 11:15am to 1:30pm Monday to Friday term time only.

Lunchtime Supervisory Assistants support children with eating their dinner and play times. As well as ensuring the safety, general welfare and behaviour of children during the lunch break, they provide a safe and enjoyable lunchtime experience.

The successful candidate should be able to demonstrate their reliability and commitment to the role and will have high expectations of behaviour as well as the ability to build strong relationships with all staff and children.

Successful applicants will have the ability to:

- Be highly organised, enthusiastic and prepared to work hard
- Make positive contributions to the life of the school and be a successful team player
- Communicate effectively with children and staff in friendly and helpful manner
- Be flexible and able to use own initiative

In return we will offer:

- A friendly, welcoming environment
- A staff team who are committed to the best outcomes for the children
- Children who are loving, caring and hardworking
- Opportunities to engage in continuous professional development

The closing date for completed application forms is **12 noon on Monday 10th November 2025.**

Interviews have been scheduled for Wednesday 12th November 2025.

Yours sincerely

Mrs Fiona Wharton
Headteacher

School / Leeds City Council Job Description

School Guiseley Primary School

Job Title Supervisory Assistant

Grade A1 **Conditions Of service** NJC

Responsible To Headteacher

Responsible For None

Special Conditions of Service: This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. There may be a need to occasionally work outside of school hours and off school premises as required by the school.

Job Purpose: To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Responsibilities

Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available

Ensure standards for healthy eating and table manners are maintained

Report accidents to the on-call SLT and / or class teacher and complete accident form as appropriate

Ensure that school discipline policies are implemented

Support the work of other Supervisory Assistants

Support induction and training of new staff as required by the Headteacher

Respond to duty delegation as required by the Headteacher

Lead the children in the establishment of suitable playground games/activities

Record inappropriate pupil behaviour and convey serious incidents to the on-call SLT and / or class teacher

Maintain checks throughout the lunch break to ensure pupils are safe

Follow advice given by Headteacher on action to be taken in cases of inclement weather

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

Appropriate knowledge of first aid is desirable

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following: Application Form, Test, Interview, and Certificate

Skills Required

Ability to relate well to children and adults

Ability to work constructively as part of a team

Ability to maintain a safe, calm and happy approach

A flexible approach to working with the ability if required to occasionally work outside of school hours and off school premises.

Knowledge Required

Working with or caring for children of relevant age

Basic childcare and health and safety knowledge

Experience Required

N/A

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the Schools and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the Schools and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

Appropriate knowledge of first aid

Experience Required

N/A

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken	JE Ref Number	0183
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Name	Designation	Date
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