



A place where everyone matters

Recruitment Pack

Lunchtime Supervisory Assistant

Advert Reference: SPS 25-26 03

Closing Date: Friday 21st November 2025 @ 9.30am

Interview Date: Friday 28th November 2025

Headteacher: Mrs Fiona Kirkwood

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 and 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.	disadvantaged in the recruitment and selection 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.
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	Induction and 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. 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.

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 wellbeing 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.

Welcome Message

A very warm welcome to Summerfield Primary School from Mrs Kirkwood, Headteacher.

At Summerfield, **children are at the heart of everything we do**. Their happiness, well-being, and success are our highest priorities. We are proud to be a school where every child is valued, nurtured, and encouraged to reach their full potential.

Our core values—**Respect, Care, and Potential**—guide every aspect of school life. These values shine through in our relationships, our teaching, and the positive choices our children make every day.

We offer a **broad and exciting curriculum** that inspires curiosity, creativity, and a love of learning. Our dedicated staff work tirelessly to ensure that every child, regardless of age or ability, is supported and challenged to thrive.

We believe that strong partnerships with parents, carers, and governors are key to our success. With our **open-door policy**, we welcome communication and collaboration, working together to create a warm and inclusive school community.

We hope our website gives you a sense of who we are and what we stand for. If you'd like to see Summerfield in action, please don't hesitate to contact our office—we'd be delighted to show you around.

Together, we make Summerfield a place where children flourish.

Our Schools Ethos and Values

At **Summerfield Primary School**, our core values—**Respect, Care, and Potential**—are at the heart of everything we do. These values guide our relationships, shape our teaching, and influence the positive choices our children make every day. We are committed to providing an **inclusive, holistic, and high-quality education** for every child. Our school is a place where children feel safe, supported, and inspired to grow—academically, emotionally, and socially.

What We Strive For

Our caring and dedicated staff work together to ensure that every child at Summerfield:

- Develops **secure emotional health and well-being**
- **Enjoys learning** and feels **happy and safe** at school
- Builds their **intelligence and curiosity**
- Learns to **make informed, thoughtful decisions**
- Has opportunities to **lead and collaborate** as part of a team
- **Appreciates and celebrates cultural diversity**

We believe that when children feel valued and empowered, they thrive—not just in school, but in life.

About the School

The school first opened in the early 1950s as Intake First School and had just three classes! It was known as 'Little Intake'. Over the years it grew and is now a 1-form entry primary school with seven classes. The school caters for 210 children aged 5 to 11 and has a 39-place nursery for morning, afternoon, flexible or additional sessions. Much of the school was rebuilt in 2003 and the older part of the school refurbished.

The school provides a spacious and attractive environment for learning. Years 5 and 6 have their own separate classroom block and in the main building, as well as the other classrooms, we have a lovely Library, Computing Suite, Sunflower Base, Zen Den and Offices. Years 3 and 4 have their own small group area and Year 2 have the largest classroom in the school with an enormous 70 square metres.

We have a large hall as well as extensive playgrounds, a playing field, forest area, a pond, planting beds and a wildlife garden with a growing orchard. The playground has benefited from improvements, including playground markings, permanent goals/nets, playtime toys, a tyre park, a trim trail, a quiet reading area and a covered way for shelter in all weathers.



Summerfield Primary School

Advert – Lunchtime Supervisory Assistant

Job Reference: SPS 25-26 (03)

Start Date: January 2026
Contract Type: Permanent Position - Term Time Only (38 weeks),
Hours: 7.5 hours per week
(Monday to Friday 11.45am to 1.15pm) - *(There will be a 6 month probationary period)*
Salary: A1/02
Under 5 years' service - £4641.55
Over 5 years' service - £4669.91

About Summerfield Primary

At Summerfield we are committed to helping all pupils thrive both in learning and in life, overcoming any barriers that may stand in their way. Every member of our staff team plays a key role in this mission.

We are proud of our nurturing, holistic approach to education, which supports every child's development. Our strong partnership with parents and carers helps ensure children reach their full potential.

Everyone in our school community follows our Ethos: **Respect – Care – Potential**

About the Role

We are seeking to appoint a Lunchtime Supervisory Assistant to join our team. This is a fantastic opportunity for individuals who enjoy working with children and want to make a positive difference during the lunchtime period and play a vital role in supporting our pupils' wellbeing and safety during lunchtime

Key Responsibilities are;

- Assisting pupils while they eat, ensuring good table manners, and promoting healthy eating.
- Maintaining a clean, safe and calm dining environment.
- Supervising play and leading safe, engaging playground activities.
- Implementing school behaviour and safeguarding policies.
- Reporting accidents or serious incidents to the Midday Supervisor.
- Supporting the induction of new colleagues and working collaboratively with the team.
- Responding to guidance from the Midday Supervisor, including during wet weather.
- Participating in training and contributing to the wider school ethos of **Respect, Care and Potential**.

Person Specification:

We are looking for someone who:

- Enjoys working with children in a school setting
- Is caring, patient, and approachable
- Maintains confidentiality and supports safeguarding practices
- Is reliable, flexible, and a strong team player
- Can supervise children effectively and adapt to changing needs
- Is willing to carry out additional duties as directed by the Headteacher or Leadership Team

* Please see full Person Specification within the Recruitment Pack.

For children and staff alike, Summerfield Primary has:

- A perfect balance of care and support with high expectations
- Our staff are committed to providing our children with a broad and exciting curriculum, enabling children of all ages and abilities to reach their true potential.
- A leadership team dedicated to attainment, achievement, enjoyment and wellbeing
- A committed and welcoming staff team
- An inclusive school culture that values cooperation and respect

Safeguarding Statement

Summerfield Primary is committed to safeguarding and promoting the welfare of children. All staff and volunteers are expected to share this commitment.

The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. All shortlisted applicants will be required to disclose relevant information regarding criminal history and will be subject to an online search (using only publically available information) as part of our Safer Recruitment process.

Please note:

It is a criminal offence to apply for this role if you are barred from working with children (i.e. listed on the Children's Barred List).

Additional Information

We welcome applicants from a diverse range of candidates and are committed to building a workforce that reflects the population of Leeds and the surrounding areas.

This position is based in the United Kingdom and is subject to verification of the applicant's Right to Work.

Acceptable evidence may include UK or Irish citizenship, settled or pre-settled status under the EU Settlement Scheme, or a valid visa permitting work in the UK. Please note that this role is not eligible for visa sponsorship. Applicants who do not currently possess the Right to Work in the UK should carefully assess their eligibility before submitting an application.

Please note: CVs and incomplete applications will not be accepted.

How to Apply

For an application pack, further information, or to arrange a visit please contact:

Debbie Slinger, School Business Manager

✉ recruitment@summerfieldprimary.org.uk

www.summerfieldprimary.org.uk/vacancies

☎ 0113 205 7520

Closing Date: Friday 21st November 2025 @ 9.30am

Interviews: Friday 28th November 2025

Candidates who have been shortlisted will receive an email with information on interview timings and any other details needed in line with our Safer Recruitment process.



Leeds City Council

Job Description & Person Specification

Grade A1

Conditions Of service NJC

Responsible To Midday Supervisor/Lunchtime Behaviour Supervisor

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 Midday Supervisor and complete accident form if necessary

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 Midday Supervisor

Respond to duty delegation as required by the Midday Supervisor

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

Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher

Maintain checks throughout the lunch break to ensure pupils are safe

Follow advice given by Midday Supervisor 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

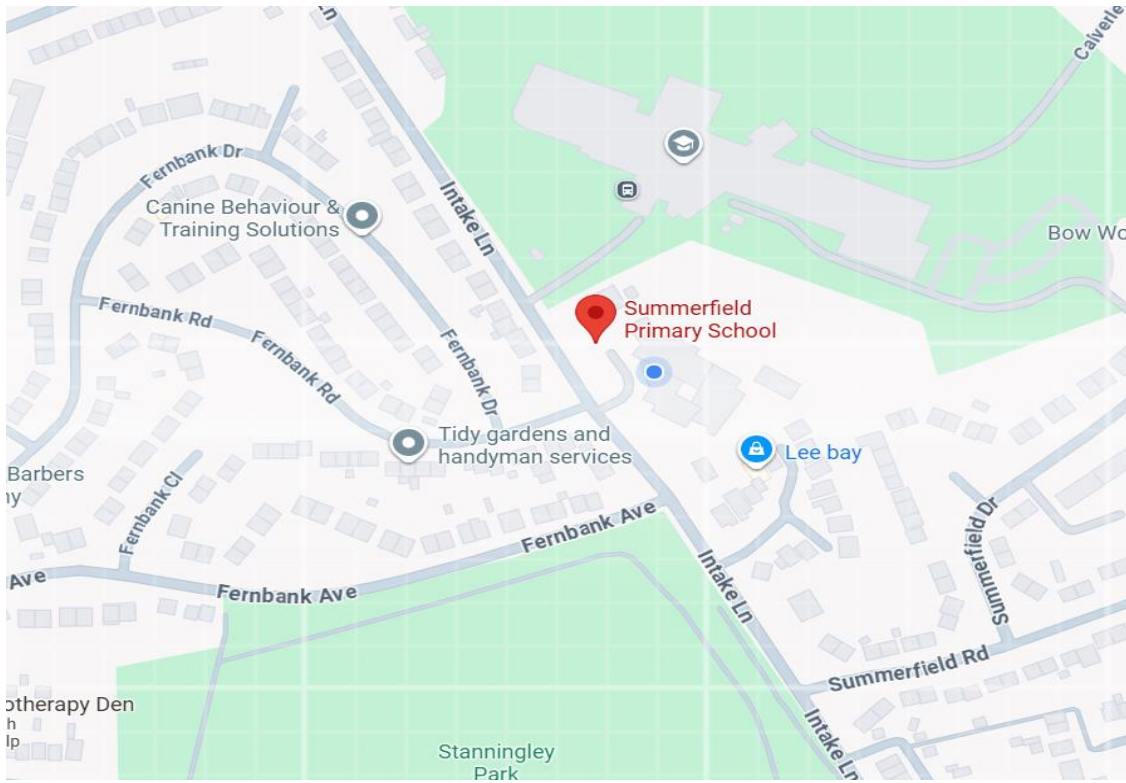
N/A

Job Description Content Prepared / Reviewed by:

Name Fiona Kirkwood, Headteacher & Debbie Slinger, School Business Manager

Date: 16/10/2025

Location



Link for location on Google Maps;

<https://maps.app.goo.gl/nSkUqD5QoJyaECfw7>

Summerfield Primary School

Intake Lane

Bramley

Leeds

LS13 1DQ

Tel: 0113 205 7520

Email: recruitment@summerfieldprimary.org.uk

Thank you for your interest in the role.

If you require any further information regarding this position please contact us on the email address above.

We look forward to receiving your completed application in due course.