



# School Meals Supervisory Assistant Application Pack



**Resilient – Respectful – Responsible – Resourceful – Reflective**

# Welcome to Ravenor Primary School

Dear Applicant,

## **School Meals Supervisory Assistant Vacancy**

**Do you want to develop your leadership skills in an inclusive and welcoming school, with motivated students and a supportive, experienced leadership team?** If so, then we are looking for you to join us in March 2026 to further enhance our dynamic, creative and engaging school meals supervisory team.

You will be welcomed into a three-form entry school with up to 30 children in each class. All classes are of mixed ability. There are two Nursery classes, three Reception classes, six Key Stage One classes and twelve Key Stage Two classes.

At Ravenor, we are committed to treating every child as an individual, with care and respect, enabling them to feel unique and valued, so that they develop as citizens who are responsible, respectful, resilient, reflective and resourceful. We provide an exciting, inclusive environment which promotes excellence in our learning and our teaching.

We opened a superb, state of the art, new building in 2013 that has fully complemented our main school facilities which opened in 2004. The school offers a high quality, modern and stimulating environment set in beautiful grounds, where children enjoy learning and their potential is maximised.

We encourage school tours and invite you to look at our school website, where you can learn a little more about learning and life at Ravenor. We had a successful Ofsted in March 2023 and continue to be a school which achieves high outcomes for all.

**I look forward to receiving your completed application form, via email, to [sbm@ravenor.ealing.sch.uk](mailto:sbm@ravenor.ealing.sch.uk) by midday on Tuesday 24<sup>th</sup> February 2026.**











Interviews will be held on **w/c 2<sup>nd</sup> March 2026.**



**Mrs. Leonie Lobo**

Headteacher

## What makes our school a special place to work and thrive:

 <p>An expertly planned curriculum with high quality resources and materials for teachers</p>	 <p>Excellent CPD opportunities for all staff at all levels of their careers</p>	 <p>An extensive support team of highly skilled experienced professionals, including a nationally recognised therapeutic support service championed by the Princess of Wales</p>
 <p>Supportive employee assistance programme for all</p>	 <p>A diverse, multicultural, and stable staff team</p>	 <p>PPA for all teaching staff exceeds the national expectations</p>
 <p>Inner London Salary and Local Government Pension Scheme</p>	 <p>Staff wellbeing and workload balance is fundamental to our approach</p>	 <p>Well resourced facilities including free parking on site and cycle to work scheme</p>
 <p><b>Resilient</b> <b>Respectful</b> <b>Responsible</b> <b>Resourceful</b> <b>Reflective</b></p>		

# Job Description

<b>Job title:</b>	Schools Meals Supervisory Assistant	<b>Ealing GLPC Grade:</b>	Scale 2
<b>School:</b>	Ravenor Primary School	<b>Post No:</b>	TBD
<b>Line manager:</b>	Deputy Head Teacher		
<b>Supervisory responsibility:</b>	None		
<b>Hours:</b>	8.75 hrs per week (Monday to Friday Term-time only)		

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## Main purposes of the job

- To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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## Main responsibilities and tasks

1. To supervise the children at all times during lunchtime on the school premises.
2. Ensure that the children are behaving appropriately in line with the school's behaviour policy at all times including the dining room, playground and during wet lunch times.
3. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
4. In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
5. To follow the schools policy and procedures on child protection.
6. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
7. In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
8. To engage with the children and ensure that they are active in purposeful, positive and co-operative behaviour throughout the lunchtime period.
9. To challenge and report any stranger on site.
10. Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
11. Keep the appropriate person informed of any information that may relate to a child's health and safety.
12. In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
13. Ensure that you are a strong, positive role model for the children and other staff.
14. To undertake broadly similar duties commensurate with the level of the post.
15. To adhere to all the school's policies.
16. Actively participate in any appropriate training when required.

# Person Specification

<b>Job title:</b>	Schools Meals Supervisory Assistant	<b>Ealing GLPC Grade:</b>	Scale 2
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<b>Line manager:</b>	Deputy Head Teacher		
<b>Supervisory responsibility:</b>	None		
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This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

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## Essential Requirements

### *Knowledge, Skills and Abilities*

- a) Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.
- b) To have an impeccable work ethic and a proven track record of outstanding attendance and punctuality
- b) To be able to form good relationships with the children.
- c) Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.
- d) To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.
- e) To be able to engage the children in play.
- f) To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
- g) Ability to stay calm and be patient and understanding when dealing with the children.
- h) Effective behaviour management skills.
- i) Have the ability to work with children in a group.
- i) A good understanding of what keeps children safe.
- k) To be able to deal fairly and consistently when dealing with the children.
- l) Have the ability to communicate effectively with children and adults.
- m) Ability to adhere to and implement the Council's Equal Opportunities Policy.
- n) Good time management skills.
- o) Ability to react calmly and quickly in an emergency.
- p) Have a positive attitude towards all aspects of school life – openly modelling the school ethos and vision at all times.
- q) Have a CRB /DBS check and clearance.
- r) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

# Guidance Notes

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

## **Before you start**

Read carefully all the information about the post, especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Make sure you read it before filling in the application form.

Your application form and especially the supporting statement are the only pieces of information we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the post, you may not be shortlisted.

## **Filling in the application form**

The application form is a separate document from this application pack and can be downloaded from the school's website [www.ravenor.ealing.sch.uk](http://www.ravenor.ealing.sch.uk)

Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on the basis of how well they complete the application form.

## **Personal details**

It is important that you fill in this section accurately and in full. If you are currently at college/university, please ensure you give details of where you can be contacted both during and after completion of your course. The more information you give the better. Please do not leave any section blank. If it is not applicable please indicate with N/A.

## **Present /most recent post and Employment History**

Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. It is important that you provide an explanation for any gaps in employment. Any voluntary work undertaken may also be included.

## **Education and Training**

Provide a list of all the qualifications you possess and relevant training courses that you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.

## **Rehabilitation of Offenders Act**

The school has a duty to protect children and young people in its care. Please ensure that you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).



## References

References may be taken up before interview. Any issues raised in the references may be discussed at interview. Please do not submit open testimonials with this application form.

## Pension

If you secure a job with an Ealing school/organisation then the information provided here will mean that we can issue your contract of employment more quickly. Please do not leave any section blank. If it is not applicable please indicate with N/A.

## If you have a disability

Ealing schools are committed to employing people with disabilities. If you have a disability you want us to know about please give details of adjustments you require for the selection process or to do the job itself.

## Supporting statement

a) This is the most important part of your application as it is where you show how you have the skills and knowledge suitable for the post.

Make sure that you read both the job description and the person specification to ensure that what you write is relevant. You will need to explain/give examples of how your skills, knowledge and experience make you suitable for the job. It would be helpful if you could number your responses to match those on the person specification.

**Your supporting statement should address all of the requirements listed in the person specification.**

b) This is a more general statement about you and your personal attributes.

## Monitoring information

Please remember to complete the monitoring information. This is important information that the council needs in order that we can determine whether our equal opportunities policy is working with regard to employment. Also, please sign and date the form. If you are completing the application form online, you will be asked to sign the form at interview.

## Some points to bear mind

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned' and 'I organised'.
- Do a rough draft first aiming to show impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two local authorities will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident? Have you shown that you are/will make a professional, capable teacher who enjoys working in a lively and diverse borough? Convey your suitability for the job but also aim to reveal a sense of your personality.

### **Sending your application**

- Please make sure you keep a record of your completed application form. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application. Remember the closing date for applications and allow enough time if you are posting the form.

Please complete your application form and then send it to **SBM@ravenor.ealing.sch.uk**

Thank you for considering a career at Ravenor Primary School.