

TEMPORARY LUNCHTIME SUPERVISOR VACANCY

- Hours:** 11 hours 40 minutes per week - term time only plus 5 INSET days (46.4 weeks, 11:25 am – 1:45 pm daily)
- Required for:** Immediate start
- Contract:** Fixed Term (until 31st August 2027 or sooner depending on the needs of the school)
- Salary:** Grade 1, Scale Point 3: £8,520 subject to national pay review (full time equivalent: £29,562)

We have an exciting opportunity to join the lunchtime supervision team at Purley Oaks Primary School.

Are you enthusiastic, calm under pressure and able to communicate well with children and staff? If so, this could be the role for you.

We are looking for someone who is able to:

- an aptitude to initiate games and activities appropriate to the age of the children
- talk to children and adults in a clear and calm manner
- work as part of a group and on their own
- encourage high standards of children's behaviour at all times
- respect confidential information
- remain calm in a crisis
- undertake appropriate training as required
- promote the school when talking to visitors, colleagues and members of the community
- demonstrate passion and enthusiasm to provide the very best opportunities and resources for all our children

SAFER RECRUITMENT

Purley Oaks Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this explicit commitment. The successful candidate will need an enhanced Disclosure and Barring Service (DBS) check, evidence of right to work in the UK and two satisfactory references.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Please note that childcare disqualification regulations may also apply to this position.

The job description outlines your specific responsibilities regarding safeguarding and child protection. You will be required to uphold the school's policies and maintain a safe environment for all pupils.

Please bring to the interview photographic identification and certificates of all relevant qualifications.

EQUAL OPPORTUNITIES

We aim to promote and ensure equality of opportunity and equal treatment for all.

VISITS TO THE SCHOOL ARE STRONGLY ENCOURAGED

Applicants are encouraged to make an appointment to view by contacting Miss Perry (PA to Headteacher) on 020 8688 4268 or by emailing hr@purleyoaks.croydon.sch.uk.

DATA PROTECTION

In line with UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. We are required to share some data with our Local Authority, Croydon Council and the Department for Education. For further information please see our [Data Protection Policy](#) and [Privacy Notices](#).

APPLICATIONS

Please complete the application and equal opportunities monitoring forms and provide a supporting statement which shows how you meet the criteria outlined in the Person Specification.

PLEASE NOTE AS A SAFER RECRUITMENT SCHOOL WE WILL TAKE UP REFERENCES PRIOR TO YOU BEING CALLED FOR INTERVIEW. PLEASE ENSURE YOU PROVIDE TWO EMAIL ADDRESSES ON YOUR APPLICATION FORM FOR REFEREES TO BE CONTACTED.

Application forms and supporting statements should be submitted to:
hr@purleyoaks.croydon.sch.uk.

Closing Date: Friday 16th October 2026, midday. However, we reserve the right to close early if the right candidate is found.

Interviews: Week commencing 19th October 2026

Tenable: As soon as possible

Website: www.purleyoaks.croydon.sch.uk

