

**Post title** Lunchtime Supervisory Assistant

**Salary and grade:** Level 1 – Band C £4,417 pro rata

(£25,185 FTE)

**Hours** 7.5 hours per week, term time only

**Line manager/s:** School Resource Manager and members of the Senior Leadership team (SLT) and the governing body.

# Main purpose of the job:

To supervise pupils during lunchtime sessions. To actively support pupils by participating in structured leisure and play activities.

# Key duties and responsibilities

*Support for the pupils:*

* To supervise pupils in classrooms, dining areas and in the playground, ensuring good, age appropriate behaviour (following individual behaviour management plans).
* To prepare food and feed pupils (following individual feeding programmes, generic and individual risk assessments).
* To support pupils in queuing, making choices and carrying food.
* To carry out a range of ancillary duties.
* To support pupils in working towards lunchtime PSHE targets.
* To assist with the disposal of food and used cutlery, and the cleaning and tidying of dining are-as.
* To assist with toileting, changing and positioning pupils (including moving and handling).
* To participate in indoor and outdoor leisure and play activities.

To prepare pupils for the start of afternoon lessons.

#### Additional Support:

* To supervise complex feeding and care programmes, for examples, gastrostomy feeding and suctioning.
* To organise and lead a programme of lunchtime activities

#### Support for the school:

* Be aware of and comply with policies and procedures relating to 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 all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos, work and 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.
* To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding**

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Information for Candidates**

**Closing Date: Thursday 17th July 2025**

**Interview Date(s): w/c 21st July 2025**

**How to Apply:**

If you would like to apply for one of our Lunchtime Supervisory Assistant, please do so by completing an application form which can be found on our Vacancy page - [Kelford Vacancies](https://www.kelfordschool.com/page/?title=Kelford+Vacancies&pid=49)

Your statement in support of your application, as a guide, should be around 2 pages long and should address the selection criteria detailed in the Person Specification.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully be- fore you start. All parts of the application form must be completed.

We reserve the right to close this vacancy early should we receive an overwhelming response.