

**Job Title: Lunchtime Supervisor (Pre-School)**

Hours: 13.75 hours per week (term time)

Monday: 10:00 – 15:00

Tuesday: 11:30 – 13:15

Wednesday: 11:30 – 15:00

Thursday: 11:30 – 13:15

Friday: 11:30 – 13:15

Responsible to: Head of Early Years

Purpose of Role

The Lunchtime Supervisor is responsible for helping to provide a safe, welcoming and well-organised lunchtime experience for pupils. The role involves supervising pupils in dining and play areas, encouraging positive behaviour and good manners, supporting pupils with their meals where required, and responding appropriately to any welfare, safeguarding or first-aid concerns. The postholder will work closely with teaching, pastoral and catering staff to ensure that pupils are cared for and that lunchtime routines run smoothly.

Key Responsibilities**Lunchtime Supervision**

- Supervise pupils during the lunchtime period in dining areas, classrooms, playgrounds and other designated spaces
- Help pupils move safely and calmly between lessons, dining areas and play areas
- Encourage good table manners, respectful behaviour, independence and positive social interaction
- Support younger pupils and those requiring additional assistance with meals
- Promote healthy eating and encourage pupils to eat and drink appropriately, without compelling them to do so
- Monitor pupils with known dietary, allergy or medical requirements in accordance with school procedures and staff instructions
- Organise and encourage safe, inclusive and age-appropriate play and activities during the lunch break
- Apply the School's behaviour expectations consistently, using positive reinforcement and reporting concerns to the appropriate member of staff
- Be attentive to pupils who appear upset, isolated or unwell and provide appropriate reassurance and support
- Help maintain an orderly dining environment, including assisting with the clearing of tables, spillages and light preparation or tidying duties as required
- Work collaboratively as part of the lunchtime team and communicate relevant information promptly to teaching, pastoral and catering staff

Health & Safety Support

- Maintain active and vigilant supervision at all times, positioning appropriately to monitor pupils and minimise risk
- Follow the School's procedures for accidents, illness, allergies and medical emergencies, seeking assistance from a qualified first aider where required

- Administer basic first aid only where appropriately trained and record and report incidents in accordance with school procedures
- Identify and report hazards, damaged equipment, unsafe behaviour or areas of concern without delay
- Ensure relevant sections of the School's Health and Safety Policy and procedures are followed at all times

Pupil Care & Teamwork

- Build positive and professional relationships with pupils while maintaining appropriate boundaries
- Recognise and respond to individual needs, including those of younger pupils and pupils with additional needs
- Promote inclusion and ensure that all pupils have the opportunity to participate safely in lunchtime activities
- Share relevant information about pupil welfare, behaviour or incidents with the appropriate member of staff before the end of the lunchtime period
- Attend briefings, meetings and training relevant to the role as required

School Environment

- Work collaboratively with colleagues to maintain a calm, safe and positive lunchtime environment that reflects the School's values and high expectations
- Treat pupils with dignity, fairness and respect and model courteous, responsible behaviour
- Help ensure dining and play areas are left safe, tidy and ready for the next part of the school day

Person Specification

Essential

- Knowledge of safeguarding, child protection and safer working practices
- Experience of working with or caring for children in a school, childcare, play, community or family setting
- A warm, patient and approachable manner, with the confidence to engage positively with pupils of different ages
- Ability to supervise groups of children actively and remain alert to their safety, welfare and behaviour
- Clear and effective communication skills and the ability to work constructively with pupils and colleagues
- A calm, fair and consistent approach to promoting positive behaviour and resolving minor disagreements
- Good judgement and the ability to recognise when a concern or incident should be referred to another member of staff
- Ability to follow instructions, routines, risk assessments and school policies reliably
- Ability to work effectively as part of a team and use initiative within the boundaries of the role
- Sufficient mobility and stamina to supervise pupils indoors and outdoors and to respond promptly when assistance is required
- Willingness to work outdoors in a range of weather conditions and undertake light clearing and tidying duties

- Commitment to safeguarding and promoting the welfare of children, with an understanding of professional boundaries
- A high standard of reliability, punctuality, integrity and professionalism

Desirable

- Previous experience in a school, nursery or other child-centred environment
- Experience supervising children during meals, playtimes, clubs or similar activities
- Awareness of food allergies, dietary requirements and the needs of pupils with medical conditions
- A current first-aid qualification, or willingness to undertake relevant training
- Relevant training or qualifications in childcare, playwork, education or supporting children

Professional Responsibilities

- Be committed to safeguarding and promoting the welfare of children and young people
- Comply with policies and procedures relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities, reporting all concerns to an appropriate person
- Maintain active supervision and take appropriate action to identify, reduce and report risks to pupils' health, safety and welfare
- Promote the School's ethos, values, behaviour expectations and commitment to inclusion
- Maintain constructive and professional relationships with pupils, colleagues, parents and visitors
- Participate in induction, safeguarding, first-aid and other training required for the role
- Maintain confidentiality and exercise discretion in relation to pupils, families and school matters at all times
- Report accidents, incidents, behaviour concerns and safeguarding concerns promptly and accurately in accordance with school procedures
- Carry out other duties consistent with the nature and level of the role as may reasonably be requested by the Headteacher, Bursar or designated line manager

St George's is committed to safeguarding and promoting the welfare of children and young people, in line with *Keeping Children Safe in Education*. All staff and volunteers are expected to share this commitment and follow our safeguarding procedures. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Application Procedure

Applications should be submitted using the School's [application form](#), available via the school website or by contacting recruitment@stgeorgesprep.co.uk. A CV must also be included.

Following the interview process, a conditional offer of employment will be made to the successful candidate. Any offer will be subject to the receipt of satisfactory references, verification of qualifications and eligibility to work, and the successful completion of all required pre-employment and safeguarding checks, including an enhanced DBS disclosure.

The successful candidate is expected to commence employment on **Monday 2nd November 2026**, or as soon as possible thereafter.

All enquiries relating to this vacancy should be directed to recruitment@stgeorgesprep.co.uk.