



Straits Primary School  
Longfellow Road  
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Dudley  
West Midlands  
DY3 3EE  
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[www.straitsprimaryschool.com](http://www.straitsprimaryschool.com)

School: **Straits Primary School**

Post: **Lunchtime Supervisor**

Grade: **Grade 2, SCP 4**

Hours: **7.5 hours per week (Mon-Fri, 12.00pm – 1.30pm) – to start asap.**

Term of contract: **permanent**

We are seeking to employ a lunchtime supervisor with high standards of professionalism to work in our school. The successful applicant will have experience of working with children and will join an existing team to support pupils when working in both in the dining room and on the playground. The ideal person will be motivated, trustworthy, reliable, flexible and able to work as part of a thriving happy team. He/she will have good organisational and interpersonal skills and be able to work under their own initiative.

We offer a warm welcoming school community, enthusiastic children and supportive colleagues.

**Closing date for applications:** Wednesday 30<sup>th</sup> September 2026 @ 4pm

We warmly welcome visits to the school, please contact the school office to make arrangements on 01384 818575.

### **Safeguarding Statement**

Straits Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS check along with other relevant employment checks.

The school values diversity and has an equalities policy to ensure that all applicants are treated fairly and that they are appointed solely on their suitability for the post, irrespective of race, gender, disability, sexuality or age.



## **Straits Primary School Person Specification and Job Description Lunchtime Supervisor**

The duties of a Lunchtime Supervisor involve the safe supervision of pupils during the lunchtime and include the following:

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To supervise pupils in the dining areas, or playgrounds, ensuring good standards of behaviour are maintained.
- To supervise pupils when eating meals and assist pupils with opening packets etc.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To ensure crockery, cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points.
- To deal with any accidents or spillages [including all body fluids types] ensuring that these do not cause a safety hazard to pupils or other staff.
- To manage pupils' behaviour in line with school policy, recording and reporting any incidents to the class teacher or head teacher depending upon the severity of the incident.
- To deal with minor first aid incidents and record as appropriate.
- To monitor pupils' well-being, being aware of changes in friendships and supporting socialising and play.
- To undertake any appropriate training relevant to the post of lunchtime supervisor.
- To supervise pupils inside school premises when they are not allowed outside in inclement weather.
- To work in collaboration with other lunchtime supervisors to support all children in a safe environment.

### **Personal Qualities**

- Ability to relate to people at all levels.
- Caring and understanding nature.
- Energy, enthusiasm and perseverance.
- Reliability and integrity.
- Adaptable and versatile approach.
- Sense of Humour.
- Self-motivated and innovative.

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