

HOLLYFAST PRIMARY SCHOOL

LUNCHTIME SUPERVISOR ASSISTANT



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	Location: Hollyfast Primary School
	Post: Lunchtime Supervisor Assistant
	Grade: Grade 1 Spine point 3 (£3754 actual salary)
	Responsibility for:
	Directorate: People
	Service: Primary Schools
	Duration: Permanent – 39 weeks per year
	Time: 6.25 hours per week (12.30-1.45)
	Start date: 4 th January 2027
	Closing date: 13 th November 2026
	Interviews: 19 th November 2026

Our School

Hollyfast Primary School is a three-form entry primary school in Coundon, Coventry. Although we are one of the larger primary schools in the city, we are proud of our strong family feel, our sense of belonging and the care and support shown across our school community.

Our staff share a commitment to helping every child to “Aim high, grow within and reach beyond the stars”. Our school values are kindness, respect, collaboration, perseverance, courage and excellence, and we expect all members of staff to model these values in their work with pupils, colleagues and families.

Our most recent Ofsted inspection judged the school to be Good and recognised the positive, caring environment in which pupils thrive.

Purpose of the Role

To help ensure that pupils are safe, happy and well supported throughout the lunchtime period. The post holder will supervise pupils in the dining areas, playgrounds and other designated spaces; promote positive behaviour and inclusive play; support pupils with their individual needs; and contribute to a calm, safe and enjoyable lunchtime experience.

Key Responsibilities

- Actively supervise pupils throughout the lunchtime period, maintaining appropriate positioning and awareness of the children and areas for which you are responsible.
- Support pupils in the dining area, including the collection and return of trays, plates and cutlery, and provide appropriate help to younger pupils or pupils who need additional support with eating.
- Promote good table manners, independence and positive social interaction, modelling appropriate behaviour and communication.
- Supervise playgrounds, corridors, toilets and indoor areas as allocated, ensuring pupils remain within agreed boundaries and follow school expectations.
- Encourage and support safe, inclusive and purposeful play, including organising simple games and activities where appropriate.
- Support pupils to resolve minor disagreements calmly and positively and apply the school's behaviour procedures consistently.
- Recognise when behaviour or an incident needs to be escalated and seek support promptly from the appropriate member of staff.

Supporting Individual Needs

- Provide appropriate support for pupils with SEND, medical needs, communication needs or other additional vulnerabilities, following individual plans, risk assessments and staff guidance.
- Provide general care and welfare support, including appropriate assistance with personal care or toileting where required, in accordance with school procedures, training and the pupil's individual needs.
- Offer reassurance and support to pupils who are upset, anxious, unwell or in distress, ensuring relevant staff are informed.
- Promote inclusion so that all pupils can participate safely and positively in lunchtime routines and play.

First Aid, Health & Safety

- Provide basic first aid where trained and authorised to do so, following the school's first aid and medical procedures.
- Ensure accidents, injuries and first aid are reported and recorded accurately using the school's agreed systems and that relevant staff are informed.
- Respond promptly to hazards, spillages, unsafe equipment or other health and safety concerns and report defects to the appropriate person.
- Follow individual pupil risk assessments, medical plans, allergy procedures and emergency arrangements where relevant to the role.
- Follow fire, evacuation, lockdown and other emergency procedures, ensuring pupils are accounted for and moved safely as directed.
- Take reasonable care of your own health and safety and that of pupils, colleagues and visitors who may be affected by your actions.

Dining Area & Practical Duties

- Support the smooth running of the dining area and work closely with the Catering Team and other lunchtime staff.
- Wipe tables, sweep floors, clean minor spillages and undertake other reasonable duties required to keep dining and lunchtime areas safe and hygienic.
- Assist with the safe setting out and putting away of dining room tables and other lunchtime furniture, following manual handling guidance and local risk assessments.
- Report damaged, unstable or defective tables, furniture or equipment immediately and do not use equipment that is considered unsafe.
- Assist pupils to dispose of waste and return plates, trays and cutlery to the appropriate collection points.

Safeguarding & Professional Conduct

- Safeguard and promote the welfare of children at all times and follow the school's safeguarding and child protection procedures.
- Remain alert to signs that a child may be at risk of harm, abuse or neglect and report any concern immediately to the Designated Safeguarding Lead or appropriate member of staff.
- Maintain professional boundaries and treat pupils with dignity, respect and fairness.
- Maintain confidentiality and handle information in accordance with school procedures and data protection requirements.
- Follow the school's Code of Conduct, policies, procedures and reasonable instructions from senior staff.
- Work positively and professionally with colleagues, volunteers, parents and other members of the school community.

General

- Attend relevant training and briefings, including safeguarding, first aid and health and safety training as required.
- Participate in appropriate supervision, appraisal or review arrangements and identify development needs.
- Work flexibly as part of the lunchtime team and provide reasonable cover within the scope of the role when required.
- Undertake other duties that are consistent with the general nature and grade of the post.

This job description is not exhaustive and may be reviewed to reflect the changing needs of the school, following appropriate consultation.

Person Specification

The following criteria will be considered through the application, interview, references and other safer recruitment checks as appropriate.

Criteria	Essential	Desirable
Knowledge & understanding	• An understanding of the importance of safeguarding and child protection. • An understanding of confidentiality and professional boundaries. • Awareness of basic health and safety responsibilities. • An understanding of the importance of positive behaviour, inclusion and respectful relationships with children.	• Knowledge of primary-aged children's social and emotional development. • Awareness of SEND and how additional needs may affect a child's experience at lunchtime.
Skills & abilities	• Able to communicate clearly, calmly and appropriately with children and adults. • Able to supervise groups of children effectively and remain alert to risks. • Able to work as part of a team and follow instructions, procedures and agreed routines. • Able to respond calmly and appropriately to incidents, accidents or challenging situations. • Able to maintain accurate basic records where required. • Able to promote positive play, social interaction and inclusion. • Reliable, punctual and able to fulfil duties responsibly. • Willing and able to undertake the practical aspects of the role, including cleaning minor spillages and assisting with dining furniture in accordance with safe working practices.	• Ability to administer basic first aid, or willingness to undertake training. • Experience of supporting pupils with SEND, medical or additional needs.
Experience	• Experience of working with, caring for or supervising children in a responsible capacity, whether paid, voluntary or through other relevant experience.	• Experience in a primary school or education setting. • Experience of working as part of a multi-disciplinary or wider school team.
Personal qualities	• Warm, patient and approachable. • Calm and consistent when managing behaviour. • Positive, proactive and willing to use initiative appropriately. • Committed to equality, inclusion and treating every child with dignity and respect. • Able to model Hollyfast's values of kindness, respect, collaboration, perseverance, courage and excellence.	

Safeguarding & Safer Recruitment

Hollyfast 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.

Appointment to this post will be subject to the school's safer recruitment procedures and the appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check and children's barred list check where applicable, satisfactory references, identity and right-to-work checks, and any other checks required for the role.

Equality, Inclusion & Data Protection

The post holder is expected to carry out all duties with due regard to equality, inclusion and the dignity of all members of the school community. Any personal or sensitive information accessed as part of the role must be handled securely and in accordance with school procedures and applicable data protection requirements.

Health & Safety

The post holder must comply with the school's health and safety arrangements, cooperate with managers, undertake required training, use equipment safely, follow risk assessments and report hazards, defects, accidents and health and safety concerns promptly.

