

Lunchtime Supervisory Assistant

We are looking for a Lunchtime Supervisory Assistant to join our school.

Hours: 10 hours a week, Monday- Friday 11.30am-1.30pm each day, 39 weeks term time only.

Pro rata salary: A Grade £5600.45

Closing date: 1st July 2026 at 12.00pm

Main duties:

- To ensure the safety and wellbeing of pupils during the lunchtime.
- Support the teaching and learning of lunchtime skills including using cutlery, sharing and playing safely.
- To support the pupils to be as independent as possible during lunchtimes.
- To follow the school Child Protection policy, reporting any concerns or observations including marks on children or anything they communicate.
- To follow the school's Code of Practice.
- Support the health and safety of pupils with food allergies and intolerances.
- Liaise with the class teacher and team.
- Assist with intimate care tasks e.g. toileting, handwashing, and following the Intimate Care Protocol.

Lunch:

- Set up tables and related equipment in the hall and classrooms.
- Support specific classes and at times, individual pupils.
- Support pupils to eat a hot dinner as appropriate
- Support pupils to undo packaging etc for their packed lunch.
- Encourage communication skills and use symbols and signs as appropriate.
- Encourage pupils to eat a balanced diet and try different foods.
- Wipe and clean tables, equipment & chairs in between sittings.
- Assist with any class based tasks following the Lunchtime Protocol

Playtimes:

- Ensure pupils are playing safely on and with any outside equipment, following the 'rules' for equipment use.
- Encourage pupils to share and take turns with equipment or in games.
- Administer first aid as necessary, referring to senior leaders and/ or first aiders as necessary.
- Supervise and arrange activities for pupils during rainy/ inside playtimes.

Once your application form is complete please email this to adminoffice@riverside.hants.sch.uk or alternatively post to the school.

We reserve the right to close vacancies early if we receive applications that meet the criteria. We therefore strongly advise you to submit your application as soon as possible as we may invite candidates to interview before the closing date.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.