



Hobb Lane  
Hedge End  
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Hampshire  
SO30 0GG

Tel: 01489 782075

Email: adminoffice@freegrounds-inf.hants.sch.uk

Headteacher: Ms N. Riches BEd (Hons) NPQH

Administrative Officer: Mrs C. Haines

Deputy Headteacher: Miss S. Holmes BA (QTS)

February 2025

### Lunchtime Assistant

Monday – Friday 1 hour 10 minutes per day (12.05pm - 1.15pm)

Grade A - £12.17 - £12.26 per hour depending on experience

Dear Candidate,

Thank you for your interest in the post of Lunchtime Assistant at Freegrounds Infant School. I hope that the information provided in this pack is useful and helps you decide that you would like to apply for the position.

We are seeking to appoint an enthusiastic Lunchtime Assistant to join our team supporting pupils during this busy part of the school day.

Freegrounds Infant School is a three form entry school, graded Good in our last Ofsted inspection in February 2023. The post offers an opportunity to join a committed team and work in a friendly, supportive school. In addition, many of our Lunchtime Assistants are called upon to act as Learning Support Assistants to cover courses and absence. As such if you are looking for the opportunity to gain experience in this role this could be the opportunity you are looking for.

Our children are keen to learning and are well behaved. The school has an excellent reputation, and we strive to form strong working partnerships with parents.

The successful candidate will be highly motivated and keen to make a real difference to the quality of lunchtime service and play.

Yours faithfully

Ms. N Riches  
Headteacher



## Lunchtime Supervisory Assistant Job Description and Person Specification Grade A

The role involves:

- Helping to organise pupils in the hall, classrooms and outside areas, encouraging good manners and supporting healthy eating.
- Supervising and supporting play activities and encouraging the child to participate and develop positive relationships and interactions with others.
- Promoting independence, fair play and positive behaviour.
- Ensuring the safety and welfare of our pupils.
- Administration of minor first aid (training will be given)

	<b>Essential</b>	<b>Desirable</b>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Experience of working or volunteering with children.</li> <li>• Experience of working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or volunteering in a school setting.</li> <li>• Experience of working with children who have special educational needs.</li> <li>• Experience of working as an LSA/SNA with children in an infant school setting.</li> <li>• Experience of organising activities/experiences for children.</li> </ul>
Professional knowledge	<ul style="list-style-type: none"> <li>• Able to make contributions to the improvement of the lunchtime meal service.</li> <li>• A good understanding of strategies to support and promote positive behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• A sound knowledge of how to modify learning experiences for children with special educational needs, in particular speech and language, learning skills, social interaction and self-help skills to enable them to engage with others.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Good communication skills and ability to clarify and explain instructions clearly.</li> <li>• A high standard of spoken English.</li> </ul>	
Personal qualities or skills	<ul style="list-style-type: none"> <li>• Empathy with pupils and sympathetic to their needs.</li> <li>• Professionally discreet and able to respect confidentiality on particular issues.</li> <li>• Well-developed interpersonal skills enabling effective relationships with a variety of people.</li> <li>• Able to work under direction or use own initiative.</li> <li>• Calm, patient and empathetic.</li> <li>• Organised and reliable.</li> <li>• Resourceful and flexible.</li> <li>• Tolerant.</li> <li>• A good sense of humour.</li> <li>• Committed to achieving the best outcomes for pupils.</li> </ul>	

**Closing date for applications: 12 noon 13<sup>th</sup> February 2025**

This school is committed to the safeguarding of children. Any discrepancies or anomalies in the information provided, issues arising from references and the suitability to work with children will be explored as part of the interview procedure. The successful candidate will be subject to a Disclosure and Barring Service Check. The interview process will include an assessment of the candidate's suitability for working with children.



# Freegrounds Infant School



Hobb Lane, Hedge End, Hampshire, SO30 0GG

Tel: 01489 782075

Headteacher: Ms N. Riches

Lunchtime Assistant

NOR: 209

