

Lunchtime Supervisory Assistant

- **Closing Date:** Friday 25th September 2025, 5pm
- **Interview Date:** tbc
- **Job Start Date:** as soon as possible after interview
- **Contract/Hours:** Permanent, Part-time
- **Salary Type:** Support Staff
 - **Salary Details:** Grade A, £23,473 - £23,657 FTE (pay award pending) (Actual Salary £2,712 - £2,734, (pay award pending)), depending on experience,
- **Hours of Work:** 5 hours a week, (1hour a day), Monday to Friday, term time only
- **Location of Role:** Emsworth Primary School, Victoria Road, Emsworth, Hampshire, PO10 7LX

Job/Person Summary

Children are at the heart of what we do at Emsworth Primary School. Emsworth is a vibrant and popular school where children enjoy a rich and diverse range of experiences and achieve well in a caring and respectful environment.

Lunchtime Supervisory Assistants are valuable members of our staff team and we are seeking to increase our lunchtime team to support children in their play and to help with general supervision. We wish to appoint friendly, caring people, who like working with children, to join our experienced team of lunchtime supervisors. You will need to be enthusiastic, patient, well-organised and flexible. You must be able to communicate with children and adults well, show initiative and understand the importance of safety and safeguarding.

The role involves:

- Helping children during lunch time in the hall and outside area, modelling good manners and supporting healthy eating
- Supervising and leading positive play activities for our children on the playground or in the classroom during wet play
- Being responsible for the safety, welfare and behaviour of our children
- Dealing with minor first aid needs
- Being aware of health and safety to ensure a safe environment for all

The successful applicant will need to:

- Work effectively as part of a team
- Communicate positively with children and other adults
- Enjoy working with children and small teams of adults
- Hold a First Aid certificate or be willing to take the training to obtain this
- Be a good time keeper
- Support children whilst they eat their lunch and promote healthy eating
- Be reliable and consistent in promoting good behaviour and the values of the school
- Ensure the safety and welfare of children at all times

Application Procedure

Please see the attached files that make up the application pack. Please email completed applications to bm@emsworth.hants.sch.uk . Please note that the Business Manager is on holiday until 26th August so will not be responding to emails until this time.

We wish to appoint someone to start as soon as possible so we will be interviewing as soon as possible in September and therefore may end the advert early if we are successful in recruiting.

Please note that only applications on a Hampshire County Council application form will be accepted and that all correspondence for this recruitment will be via email.

Safer Recruitment

Emsworth Primary and Hampshire County Council 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.