



Marchwood C of E Infant School

Twiggs Lane, Marchwood, Southampton SO40 4ZE

Telephone: (023) 8086 8819

adminoffice@marchwood-inf.hants.sch.uk www.marchwood-inf.hants.sch.uk

Headteacher: Mrs Sally Atkins

Dear Applicant,

July 2026

Thank you for showing an interest in our vacancy for a Lunchtime / Midday Supervisory Assistant at Marchwood C of E Infant School. Please find enclosed all the information and forms necessary for this job vacancy.

The role of Lunchtime Supervisory Assistant is a critical role in school and can be demanding but very rewarding. In return we can offer delightful, friendly children and a fantastic staff team.

We are looking for a person who is reliable, caring and conscientious and who can be adaptable and flexible when the need arises. The ability to work as a member of a team is essential.

Appointment to the post will be upon receipt of satisfactory references, DBS (Disclosure and Barring Service clearance) and successful interview. If you have any further questions regarding this post please do not hesitate to email adminoffice@marchwood-inf.hants.sch.uk or call 023 8086 8819.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads "Sally Atkins". The signature is stylized with a large, looped 'S' and a cursive 'Atkins'.

Mrs Sally Atkins, Headteacher