Midday Supervisory Assistant

Grade: G2, SCP 3-6
Hours: 8.75 hours per week, Monday to Friday, 11:45am - 1:30pm, term time
Contract: Permanent

At St Botolph's Church of England Primary School our Christian values are at the heart of everything we do. We believe that all children should enjoy their learning, achieve their full potential and become resilient, curious and independent lifelong learners. We recognise that a happy child is a successful one, and we strive to create a nurturing environment where everyone is valued, respected and encouraged to be the very best version of themselves.

We are seeking a caring, enthusiastic and reliable Midday Supervisory Assistant to join our friendly school team. This is an important role within our school, helping to ensure that children have a safe, happy and enjoyable lunchtime experience.

Key Responsibilities

- Supervising pupils in the dining hall, playground and other designated areas.
- Ensuring the safety and welfare of all children during lunchtime.
- Encouraging positive behaviour and promoting respectful relationships.
- Supporting children with their social interactions and play activities.
- Assisting with the organisation of lunchtime routines.
- Responding appropriately to minor incidents and reporting any concerns to school staff. Logging medical and safeguarding incidents.
- Helping to maintain a clean, safe and welcoming environment.

We Are Looking For Someone Who:

- Enjoys working with children and building positive relationships.
- Is caring, patient and approachable.
- Has good communication and teamwork skills.
- Can remain calm and professional in a busy environment.
- Is reliable, punctual and committed to safeguarding children.
- Shares our commitment to inclusion and the wellbeing of every child.

Previous experience of working with children is desirable but not essential, as full training and support will be provided for the successful candidate.

If you are passionate about helping children achieve their full potential and would like to be part of our school family, we would love to hear from you.

For further information or to request an application form, please contact the school office.

Closing Date: 4th December 2026
Interview Date: 7th December 2026

In accordance with Ofsted requirements, all applicants must supply two references and provide full employment history and evidence to verify their eligibility to work in the UK. It is important to note that we are required to contact all previous employers that involved you working with young people and/or vulnerable adults in order to ascertain the reason for your leaving that employment. All posts are subject to an enhanced disclosure and Barring Service check.

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks undertaken in line with "Keeping Children Safe in Education."

Fluency Duty
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
The school advertising the vacancy will contact you directly regarding the outcome of your application and any interviews. When interviews are taking place schools will follow all Government and Public Health England Guidelines.
All shortlisted candidates will need to verify their eligibility to work in the UK at interview