

Rockmount Primary School



Job Title: Lunchtime Supervisor
Responsible to: Extended Services Manager
Date: Fixed Term until end of August 2027 (with possibility of renewal after review)
Grade Range: Grade 2 – Scale point 3 - 5 £29,562 - £30,408 (paid pro-rata)
Hours of Work: Term time - Monday to Friday, 11.25am to 12.25pm (5 hours per week)
Start Date: Immediate start

Job Description:

Key Duties and Responsibilities

- To provide school meals to children in line with government food hygiene standards
- To support the lunchtime supervisors team in the dinner hall and playground in line with school guidelines and procedures and to carry out all aspects of the dinner hall operation, from setting and clearing up hall, replenish and clean tables, call in the classes and supervise and play with children outside in the playground.
- To take responsibility, along with other staff, for the Health and Safety, Accident Prevention and smooth running of emergency procedures for children
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- To carry out risk assessments, as appropriate, prior to commencing activities
- To participate in training and performance management as required
- To promote the aims and objectives of the school
- To understand and adhere to all policies and procedures

Person Specification

Essential Knowledge and Experience

- Previous experience with children in a school setting.
- Knowledge of food hygiene
- Commitment to Equal Opportunities
- Understanding of relevant policies and legislation

Essential Skills and Abilities

- Ability to work within a team and relate well to pupils and adults
- Good organisational and planning skills
- Ability to be flexible and to use initiative
- Ability to self-evaluate learning needs and seek development opportunities

This post requires a DBS check as there may be periods of unsupervised access to children.

An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment

Closing date for applications (by email or post only): Friday 9th October 2026

Interviews to be arranged week commencing 12th October 2026