

Lunchtime Supervisory Assistant Vacancy



ROLE: We have a vacancy for a Lunchtime Supervisory Assistant, supervising the children during lunchtime

SCHOOL: Thornhill Primary School

HOURS: Temporary maternity leave cover. Term time - 39 weeks per year. 6.25 hours per week, Monday - Friday 11:45am – 1:00pm

SALARY: Grade 3, Point 3, £24,796 FTE (Actual salary £3600.12)

CLOSING DATE: 12pm on Wednesday 15th October 2025

INTERVIEW DATE: TBC - details to follow if shortlisting is successful

START DATE: Monday 3rd November 2025

HET is a large, fast-paced Trust with currently 36 academies across the South Coast. Linked to 6 community-based partnerships, there are 33 primary academies, 2 secondary and 1 hospital school.

Located in Thornhill, Southampton, Thornhill Primary School is a vision and values-led, inclusive school underpinned by strong relationships. We are on a journey of improvement and we welcome candidates who want to be part of this exciting time of change and development and to be part of our committed team.

Our Vision

Together we grow successful learners, responsible citizens and happy and confident individuals.

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

'What about Sam'

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'What about Sam?' we ensure that we put our pupils at the heart of our decision making.

JOB/PERSON SUMMARY:

We are looking for enthusiastic people to help look after our children at lunch time! Thornhill Primary School are looking to appoint two new lunchtime members of staff. The successful candidates will be confident and dedicated to working with children. Experience across the primary age would be desirable but not essential. The successful applicants will be passionate, driven and willing to support the children however they can.

TO BE SUCCESSFUL IN THIS ROLE YOU WILL NEED TO:

- supervise children in the lunch hall
- assist pupils with food consumption (i.e. cutting food for children and aiding in opening cartons/pots of food)
- assist with cleaning tables, spillages and surfaces.
- model good behaviour for the children when moving in the lunch hall, promoting safety and manners
- encourage good hygiene – eating with a knife and fork and hand sanitising
- report on behavioural incidents during the lunch time period to the correct person

WE ARE SEEKING PROFESSIONAL INDIVIDUALS WHO ARE ABLE:

- To supervise and interact with young children and oversee activities
- To ensure children's safety at mealtimes and playtimes
- To interact effectively with the children
- To develop and maintain effective working relationships with colleagues
- To respond reasonably and sensibly to any unanticipated situations
- To interact with, play with and respond to demands of the children
- To ensure correct reporting and monitoring of any safeguarding issues arising across the school
- To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information
- To provide a good level of appropriate care and cleanliness for the children

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme

- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.hamwic.org and return to Mrs Willetts, Business Manager, ewilletts@thornhillsch.net

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

SAFEGUARDING:

All schools within HET 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.

THE MAYFLOWER PARTNERSHIP

The Mayflower Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.