Alveley Primary School
Alveley
Bridgnorth
Shropshire
WV15 6JT
Executive Headteacher: Mr P O'Malley
Assistant Headteacher: Mrs K Lowe

Lunch time supervisor Vacancy

Required for January 2027

Start date: 1st January 2027

Salary: SCP 3 £12.85 per hour

Contract: Permanent Contract

Closing Date: 11th December 2026 at 9.00am. *Applicants are encouraged to apply early as the Trust may start the interview process and appoint to the position before the closing date.*

At Alveley Primary School and Nursery we are a team. We believe that ever child should enjoy their education and be happy, healthy and safe at school. We aim to nurture unique, resilient and reflective learners through a challenging and stimulating environment.

General Information

- Under the direction/instruction of senior staff support and supervise the children at lunchtime in the dining hall, and care for and play with the children on the school grounds when the weather is fine, or in the classroom when it is wet.

Principal duties and responsibilities

Duties:

- To encourage good manners and behaviour
- To supervise children into and out of the dining hall
- Supervise and help children eat their lunch
- Prepare the hall for lunchtime and tidy and return the hall ready for the next session
- Take a consistent approach in line with the school behaviour policy
- Play with the children, organizing games and activities during wet and dry lunchtimes
- Assist in clearing up the dining hall as well as in the classrooms after a wet lunchtime
- Deal with minor incidents in the playground or dining hall. All incidents and accidents need to be recorded in the appropriate way and must be reported to the Head Teacher
- Monitor the playground keeping children safe
- Liaise with the Head Teacher/ Assistant Head Teacher at the end of the day
- Enter incidents and accidents in the appropriate books

Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Head Teacher
- To carry out other duties specified by the Head Teacher, following discussions and agreement with the post holder
- Participate in training and other professional development as required
- To attend and participate in relevant meetings as required
- To maintain constructive relationships with colleagues, parents /carers, other adults and pupils

Alveley Primary School is committed to Safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

Please contact Mrs. Green at the school for an application form – admin@alveleyprimary.co.uk