

Lunchtime Supervisor

Closing date: Friday 19th June

Contact/hours: Fixed Term Contract from 1st September 2026 to 31st August 2027 - 12.00-13.00 M-F (1 hour per day), term time only

Salary type: Support staff

Salary details: Grade 4 (£13.05)

Hours of work: Monday to Friday 12.00 to 13:00 term time only.

Location of role: Hailey CE Primary School

Contact email address: office.3123@hailey.oxon.sch.uk

We are looking for a creative and caring lunchtime supervisor to join our team from September 2026.

Our school is a friendly village school with all the virtues of a small, supportive and active community. We believe that everyone is an important member of our school, and this is reflected in our core values of Love, Compassion and Respect.

We aspire to be a thriving school where the whole community can flourish as individuals. We want everyone to be lifelong, resilient learners who believe in themselves, achieve their potential and make a positive contribution as global citizens. Our aim is to create a nurturing environment that embraces diversity and enables everyone to demonstrate love, compassion and respect.

We are now looking for a creative and caring Lunchtime supervisor will work as part of a team to supervise the lunch hall and playground activities as well as provide basic first aid. This is a 1 year post in the first instance.

Duties in the role of Lunchtime supervisor include the following:

- *Setting up of the tables in the school hall for our lunch service.
- *Checking the meal register to ensure the children receive the correct school meals.
- *Supervising children eating in the hall and offering assistance where required.
- *Keeping the noise levels at a satisfactory level.
- *Supervising of playtime including organising simple games/activities.
- *Wiping down of tables and putting them away after lunch.
- *Administering basic first aid where necessary (full training to be provided).

If you would like to make contact and discuss the position with the Headteacher (Mrs Debbie Davies) or Deputy Head (Ms. Sharon Jenkins) then please contact the school office by calling 01993 703802.

Hailey CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful

candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment checks. Shortlisted candidates will be subject to online searches for publicly available information.

Additional Application Instruction

Application forms are available from our school website <http://www.hailey.oxon.sch.uk>

Please return completed application forms to the office email address office.3123@hailey.oxon.sch.uk by Friday 19th June