



Rossington Way, Southampton SO18 4RN

Telephone: 023 8022 7966

Email Headteacher: head@glenfieldschool.co.uk

Email office: info@glenfieldschool.co.uk

March 2026

Thank you for your request for the enclosed application form for the post of:

Temporary Lunchtime Supervisory Assistant

Please send your completed application form to info@glenfieldschool.co.uk or post/hand it in to the school as soon as you have completed it **as we reserve the right to appoint a person ahead of the closing date, should a suitable candidate be found before the closing date of 19th May 2026**. If you have not heard from me within 30 days of the closing date, your application will have been unsuccessful on this occasion.

COMPLETING THE APPLICATION FORM

Your application will be judged against the Job Description and Person Specification for the post. Please make sure that you:

- Refer to each point of the Person Specification (essential requirements of the post);
- Give details of your experience in each area listed; include relevant details of current and previous jobs;
- Remember – experience gained outside paid employment may be just as important – for example, voluntary work, household administration.

Should you require further assistance regarding your application, please do not hesitate to contact me. Visits to the school are welcomed. Glenfield Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Yours sincerely

Lois Gennings
School Business Manager

