



Lunchtime Supervisory Assistant



Location:	Glenfield Infant School
Contract:	6.25 hours per week from 11.55am to 1.10pm, term time only (39 weeks per year), fixed term to 22/07/2026 (possibility this will be extended to 21/07/2027)
Salary:	Grade 3 between £3600.51 to £3722.44 per annum (actual)
Application deadline:	Tuesday 12 th May 2026 however, we reserve the right to appoint a person ahead of the closing date, should a suitable candidate be found before 12th May.
Interview date:	Tuesday 19 th May 2026
Start Date:	As soon as possible

Glenfield Infant School is located in the centre of Bitterne on the east side of Southampton. Glenfield is a warm and caring Infant School placed in the heart of wonderful, wooded grounds, which the children enjoy using as part of their learning. We are an Infant school with a welcoming staff and Governing Body team. It has ambition at its core for all the children and a strong approach to developing the whole child. We include opportunities for Forest School adventures and learning through experiences. The school has a Ready, Respectful and Safe Culture which support high quality learning opportunities, inclusion, interactions and leads to success for all - pupils and staff!

We are a passionate, hardworking and dedicated team. Wellbeing is at the heart of our leadership, and we are committed to the professional development of our staff. We offer high-quality training, mentoring, and opportunities for career progression.

Glenfield Infant School is in the Edwin Jones Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Edwin Jones Partnership is a multi-academy partnership based in Southampton. The partnership enables local schools to work together to develop a strong education for all our children.

Role Summary:

Glenfield Infant School are seeking to appoint a temporary Lunchtime Supervisory Assistant initially until 22/07/2026 but this may lead to a temporary position covering maternity leave.

This role involves

- Supervising and interacting effectively with children in the dining hall, playground and other areas of the school during lunchtime
- ensuring children's safety at mealtimes and playtimes
- encouraging good behaviour and effectively responding to any unanticipated situations
- interacting with, playing with and responding to demands of the children
- assisting with clearing up spillages and ensuring tables etc are clean and clear
- providing welfare support to children; this may include minor first aid and personal hygiene
- developing and maintaining effective working relationships with colleagues

We are seeking a professional individual who:

- Has previous experience of interacting with children (whether as a parent/carer or through employment)
- Has basic health and safety knowledge to ensure children's safety at mealtimes and playtimes
- Has the ability to work well as a member of a team
- Has good communication skills to interact effectively with children
- Can use your own initiative
- Has a reasonable level of physical fitness

What we offer you:

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Wellbeing day (trial for 2025/26)
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme / Teacher Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Lois Gennings, School Business Manager, by emailing info@glenfieldschool.co.uk to arrange an informal chat or have a tour of the school. 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.

If you wish to apply for this position, please complete an application form which can be found on our website www.glenfieldschool.co.uk under 'Our School/Job Vacancies' tabs, or at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to info@glenfieldschool.co.uk. **CV's will only be accepted along with a completed application form.**

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.