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**ROLE: Lunchtime Supervisor**

**SCHOOL: Lytchett Matravers Primary School**

**HOURS:** 7.5 Hours per week – 5 days per week (Term Time only)

 Term time + 1 INSET day (38.2 weeks)

**SALARY:** Dorset Grade 1 / Scale Point 2

 Actual £4,187 (FTE: £24,413)

**CLOSING DATE: 24th September 2025**

**INTERVIEW DATE: TBC**

**START DATE: ASAP**

Lytchett Matravers Primary School is a successful and ambitious school, with a firm commitment to continue to improve and develop every day.

We wish to appoint a committed, enthusiastic and exceptional lunchtime supervisor to become part of our team to help support all our children to have a safe and engaging social lunchtime.

The successful applicant will be someone with a strong vocational commitment to improve the life chances of our children by treating all children as individuals, being willing to listen properly to their thoughts and feelings and placing their needs and safety at the heart of all that we do.

Our ideal candidate should possess a good sense of fun, a willingness to be reflective, be committed to continual improvement through professional dialogue and exploration and enjoy working flexibly as part of a team.

HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

***‘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:**

* Supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school’s policies and procedures.
* Establish the safe and appropriate behaviour by effective intervention or referral to a senior member of staff.
* Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
* Maintain good order in dining areas.
* Where necessary, assist pupils with the collection of food and/or the return of trays or other items to the service counter.
* Where necessary, assist pupils with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
* Assist in the clearance of any spillages and wiping down, cleaning or resetting of tables as appropriate.
* Assist in the setting up and removal of furniture where necessary.
* Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
* Attend to minor incidents and report and record any incidents or untoward events as necessary using the school’s agreed procedure.

**WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO WILL BE:**

* Passionate about making lunchtime experiences exciting and memorable
* A reflective person who is always open to new ideas
* A team player who is highly motivated and enthusiastic
* Able to demonstrate knowledge of our school in their application and indicate how they believe they could contribute to developing our community and the opportunities for our children
* Someone who lives life with a smile

**WE CAN OFFER YOU:**

* Excellent CPD opportunities and Training and Development Programmes
* In-house Teaching School
* An individual induction programme supported by a mentor
* Eligibility to join the Teachers’ Pension Scheme or Local Government Pension Scheme
* 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](http://www.hamwic.org) and return to operationsmanager@lmpsdorset.co.uk

An application pack is also available electronically via our School Operations Manager: operationsmanager@lmpsdorset.co.uk or in hard copy from the academy office.

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.

**THE HILLARY PARTNERSHIP**

The Hillary 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.

**All schools with the Trust 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**.

Should you not be invited for interview please assume that your application has not been shortlisted. We try to let people know if this is the case, however sometimes this is not always possible.