

Midday Meals Supervisor

Post	Midday Meals Supervisor
Salary	Grade 2 point 3 - £24,796 (£4,233 Approx)
Required	June 2026
Contract	7.5 hours a week – Term time only

Closing date for applications: Monday 4th May 2026

Interviews: Week beginning 11th May

Leechpool Primary School is looking for a reliable and responsible individual to join our friendly team of Lunchtime Supervisors.

We are looking for someone who:

- Is enthusiastic, caring and motivated
- Enjoy working with children
- Can demonstrate a flexible attitude to work
- Is organised and creative

We are fully committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to satisfactory references and an enhanced DBS check.

Only an application made on the correct form will be considered

For further information, please visit our website at www.leechpoolprimaryschool.co.uk or contact the School Business Manager at sbm@leechpool.w-sussex.sch.uk

Job description

Responsible to: Senior Lunchtime Supervisor / School Business Manager

Purpose of the job

To ensure the safety, welfare and good conduct of pupils during the midday break periods, in accordance with the practices and procedures of the school and the Local Authority. The post holder will normally work as part of a team and will always be under the direction of the Senior Lunchtime supervisor.

Key tasks

- Supervision of pupils in the dining areas, playground, school field or other parts of the school premises.
- To promote and encourage positive playtime activities and games.
- To promote and encourage healthy eating and exercise.
- To ensure standards of behaviour are maintained in accordance with the school's behaviour policy.
- To assist in dealing with problems arising from unruly behaviour and report such matters to the Senior Lunchtime Supervisor or the Pupil Administrator.
- To assist with associated ancillary duties (e.g. preparing and clearing the dining room including setting up tables and chairs and putting them away, cleaning up spillages, ensuring tables, chairs and floor are clean etc.).
- To help and work in conjunction with staff providing hot meals
- To carry out other duties relating to supervision as required by the Senior Lunchtime Supervisor or the Pupil Administrator.
- To ensure that school policies are adhered to including child protection, health and safety, fire and security.
- To change clothes, clean and care for the personal cleanliness of the children as appropriate.
- To undertake the duties of a first aid supervisor (if qualified).
- Any other duties that reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the post holder.

Other Requirements

- Support the School ethos of the school as outlined in the schools vision, mission statement and school aims.
- Promote and safeguard the welfare of children.



Person Specification

Attribute	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • First Aid qualifications
Experience		<ul style="list-style-type: none"> • Practical experience of working with children
Personal	<ul style="list-style-type: none"> • Enjoy working with children and able to have a good rapport with them. • Dedicated to safeguarding and promoting the welfare of children. • Enthusiastic. • Hardworking, flexible and motivated. • Team player. • Good verbal communication skills. • Able to take the initiative. • Confidentiality and sensitivity. • Supportive of the ethos of the school. 	<ul style="list-style-type: none"> • Able to, and have experience of, working with children with Special Education Needs and Disabilities SEND
Other	<ul style="list-style-type: none"> • Able and willing to work both inside and outside throughout the year. • Able and willing to participate in the chairs and table rota (some heavy lifting) <p>Available to work at the times and on the days indicated on the advert/ or agreed on appointment</p>	<ul style="list-style-type: none"> • Willingness and availability to undertake breakfast and/or after school club duties as required.



About Leechpool Primary School

Leechpool Primary School is a large, friendly, vibrant school for children from 4 to 11 years old, situated in north-east Horsham. There are two classes in each year group, with no class having more than 30 pupils. We also have a 30-place nursery within the school grounds which is open 5 days a week.

At Leechpool, we are dedicated to creating a vibrant, inclusive, and nurturing environment where every child feels valued, empowered, and ready to thrive. Through a high-quality, innovative curriculum, we inspire curiosity, creativity, and a lifelong love of learning.

We believe in the power of collaboration and the strength of our learning community, guided by the 6 Rs—**Respect, Responsibility, Resourcefulness, Resilience, Reflection, and Risk-taking**—which shape our approach to growth and success. We set high expectations for ourselves and others, embracing a growth mindset where perseverance and resilience pave the way for progress.

Central to our vision is **wellbeing**—we foster an environment where children feel safe, supported, and empowered to be their best selves. We promote empathy, kindness, and emotional resilience, enabling children to develop essential life skills that prepare them not just for the next year group or secondary school, but for adulthood and the challenges of a diverse and evolving world.

