



Grove School

Lunchtime Supervisor

**Permanent position part-time 2 hours per day, 11.30-
1.30pm**

Candidate Information May 2026

**Grove School
Dawson Road
Handsworth
Birmingham
B21 9HB**

Tel: 0121 464 4669

Email: j.baker@grove.bham.sch.uk

Dear Applicant,

Thank you for requesting information regarding Lunchtime Supervisor positions at Grove School. Enclosed is a booklet with information about Lunchtime Supervisors at Grove School and the following vacancy:

Lunchtime supervisor vacancy, 11.30am – 1.30pm Monday to Friday term time only.

Grove is a good school. We were inspected in October 2023.

Here are headlines from our Ofsted report:

- Pupils feel exceptionally safe and well cared for in school because they are.
- The kindness that everyone shows to each other is evident in all aspects of school life.
- Pupils say, “Everyone is kind with their actions and words.”
- Pupils get off to an excellent start with learning to read.
- The school’s approach to pupils with SEND is impressive.
- All staff know the needs of SEND pupils exceptionally well. They do everything they can to ensure these are met.
- Pupils have a deep understanding of tolerance and respect.
- Pupils said, “All pupils and teachers respect each other here.”
- Leaders at all levels, including governors, are inspiring.

We were particularly pleased that the inspection recognised the important role parents play. Inspectors found: **‘The school’s approach to how they work with parents and carers is a strength. Parents are overwhelmingly positive about the school. They recognise the quality of education, care and support the school provides. All staff are committed and proud members of the Grove family. This joined-up approach helps the school to be the happy, successful and warm place it is.’**

If you were appointed as a Lunchtime Supervisor in our team at Grove, we would offer you:

- a creative working environment with experienced staff and excellent learning spaces both indoors and outdoors;
- an opportunity to work with a skilled team of teachers and managers;
- opportunities to engage in high quality professional development to extend your skills;
- support from senior managers in school and the governors of our school.

You are welcome to join us for an informal visit to find out more about our amazing school.

Informal visits are on Thursday 11th June at 11.30am and 1.00pm

Please contact the school on 0121 464 4669 or email Elaine Patel at e.patel@grove.bham.sch.uk to arrange your informal visit to Grove

I look forward to receiving your application.

Closing Date: Friday 19th June 2026 at 12.00pm

Interviews: Friday 3rd July 2026

Application forms are available on the school website: <http://web.gove.bham.sch.uk>

Please return your completed application form to: vacany@grove.bham.sch.uk

Grove School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks.

The pre-employment checks include: Enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable) medical fitness; identity, Birth Certificate and right to work.

All applicants will be required to provide two suitable references.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the amendments to the Exemption Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Please note that applications must be the creation of the candidate applying. While technology, including artificial intelligence, may be used to help the candidate select certain phraseology, if substantial use of AI is used, the application will be disregarded.

An online search will also be carried out as part of due diligence on all short-listed candidates

Yours sincerely,

J Baker
Head teacher

Enclosed

1. Application Form
2. Job Description
3. Person Specification



JOB DESCRIPTION

Job Title: Lunchtime Supervisor

1.0 JOB PURPOSE:

- 1.1** As part of a team assisting the Senior Lunchtime Supervisor/Head teacher in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school

2.0 DUTIES AND RESPONSIBILITIES:

2.1 Principle Duties

- 2.1.1** Supervision and control of pupils in the dining hall.
- 2.1.2** Supervision and control of pupils in the playground and about other school premises
- 2.1.3** Associated ancillary duties

2.2 Main Duties and Responsibilities (as appropriate to nature/phase of school)

- 2.2.1** Supervision and control of pupils in the dining hall including:
 - 2.2.1.1** Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room
 - 2.2.1.2** Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Head teacher/Senior Lunchtime Supervisor according to severity of incident
 - 2.2.1.3** Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary

- 2.2.1.4** Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- 2.2.1.5** Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary
- 2.2.1.6** Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- 2.2.1.7** Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- 2.2.1.8** Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
- 2.2.1.9** Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- 2.2.2** Supervision and control of pupils in the playground and about other school premises, including:
 - 2.2.2.1** Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
 - 2.2.2.2** Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Lunchtime Supervisor
 - 2.2.2.3** Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
 - 2.2.2.4** Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
 - 2.2.2.5** Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
 - 2.2.2.6** Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisor
 - 2.2.2.7** Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
 - 2.2.2.8** Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period
- 2.2.3** Associated Ancillary Duties

- 2.2.3.1 Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff
- 2.2.3.2 Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
- 2.2.3.3 Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
- 2.2.3.4 Assist with cleaning the dining hall at the end of lunchtime
- 2.2.4 Child Protection
 - 2.2.4.1 To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school.
- 2.3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.4 To ensure all tasks are carried out with due regard to Health and Safety
- 2.5 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.6 To adhere to the ethos of the school
 - 2.6.1 To promote the agreed vision and aims of the school
 - 2.6.2 To set an example of personal integrity and professionalism
 - 2.6.3 Attendance at appropriate staff meetings and parents evenings
- 2.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

SUPERVISION RECEIVED:

- 4.1 **Supervising Officer's Job Title:
Lunchtime Supervisor Manager**

PERSON SPECIFICATION

Job Title: Lunchtime Supervisor

Grade: GR2

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	<u>ESSENTIAL</u>	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience working with children	AF/I
	Experience working in a team	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Be committed to the ethos and values of the school	AF/I
	Be able to encourage children to achieve these aims through keeping the school's behaviour code	AF/I
	Develop good appropriate relationships with children and staff	AF/I
	Communicate positively and effectively to children and listen to them	AF/I
	Actively contribute to a happy safe and supportive play environment	AF/I
	Able to work within a team	AF/I
TRAINING	Willing to undertake appropriate training	AF/I
EDUCATION/ <u>QUALIFICATIONS</u> NB Full regard must be paid to overseas qualifications	NVQ level 2 or equivalent English GCSE Grade C +	
OTHER	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I
CONTRA INDICATION		

