St Mary Magdalene & St Stephen's CE Primary School
Rowington Close, London, W2 5TF
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www.mmsts.westminster.sch.uk
Executive Headteacher: Mr Lee Duffy
Head of School: Miss Leoni White

Lunchtime Meals and Playground Supervisor
St Mary Magdalene & St Stephen's CE Primary School

We are looking for a calm, caring and reliable person to join our lunchtime team. You will supervise pupils in the dining hall and during indoor and outdoor play, helping them enjoy a safe, friendly lunchtime. You will encourage children to play well together, support them when disagreements arise and work closely with colleagues.

Hours · 7.5 hours per week, Monday to Friday, 12.00 pm to 1.30 pm
Contract · Fixed term
Start date · To be confirmed
Closing date · 20.11.26

Please send your completed application form to office@mmsts.westminster.sch.uk for the attention of Miss Leoni White, Head of School. Shortlisted candidates will be contacted directly to arrange an interview.

St Mary Magdalene & St Stephen's CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to the school's safer recruitment checks, including references and an enhanced DBS check.

Job description – Lunchtime Meals and Playground Supervisor

Hours of work · 7.5 hours per week, Monday to Friday, 12.00 pm to 1.30 pm
Day-to-day supervision · Senior Meals Supervisor
Responsible to · Executive Headteacher and Head of School

Purpose of the role

To work as part of the lunchtime team to keep pupils safe and well supervised during the midday break. The role covers the dining hall, playground and any indoor areas used during wet play.

Main duties

- Supervise pupils during lunch and work with teaching and support staff to provide a calm, caring environment.

- Create a friendly atmosphere in the dining hall. Encourage good table manners and positive social interaction, and respect children's choices about what they eat.
- Under the direction of the Senior Meals Supervisor, organise and join in with indoor and outdoor games that help pupils develop social skills and build positive relationships.
- Encourage positive behaviour and help pupils manage disagreements calmly, in line with the school's behaviour policy.
- Promote inclusion, challenge discriminatory language or behaviour, and report serious incidents promptly to the Senior Meals Supervisor.
- Follow the school's safeguarding and health and safety procedures. Report welfare or safeguarding concerns promptly through the appropriate school channels and liaise with teaching staff as needed.
- Look after play equipment and ensure classrooms and other indoor spaces are left tidy after wet play.
- Communicate calmly and professionally with pupils, families and colleagues, in line with school policy.
- Work cooperatively with the lunchtime team and take part in relevant training.
- Undertake other reasonable duties of a similar nature as directed by the Headteacher.

The duties of this post may be reviewed as the needs of the school change, in consultation with the postholder and governing body.

Person specification

The successful applicant will be able to:

- Work cooperatively as part of a team and support colleagues.
- Relate to children and colleagues in a calm, caring and respectful manner.
- Help children resolve disagreements positively and recognise when to seek support.
- Lead simple games and activities that encourage inclusive play and help children develop social skills.
- Communicate clearly, use appropriate language and follow the school's dress code.
- Follow the school's safeguarding, behaviour, and health and safety procedures.