



Vacancy for Lunchtime Supervisory Assistant

7.5 hours per week term time only

Grade 1 scale point 3 (£12.45 per hour)

A temporary vacancy has arisen for a lunchtime supervisory assistant to join our team (September 2025 > July 2026 in the first instance). Full training will be given. Duties will include:

- Supervising the playground area, playing fields, cloakrooms and classrooms etc. during the lunchtime break in line with Academy policies and procedures.
- Assisting the kitchen staff with general setting up duties in the dining hall if necessary.
- Cleaning up spillages on tables and floors and clear food trays and cutlery away in line with Academy procedures.
- Encouraging children with healthy eating and helping as and when necessary with pupils at mealtimes who may have difficulty or are unable to feed themselves.
- Supervising the entry/exit into and out of the dining hall by the pupils.
- Assisting with the removal of food and equipment once pupils have eaten their lunch.
- Supervising children in designated areas ensuring good conduct in behaviour in accordance with the Academy's behaviour policy.
- Initiating games and activities where appropriate, where maintaining broad supervision.
- Supervising children in classrooms and other general areas within school during inclement weather.

Application forms are available from main reception, or on our website (www.ribbonacademy.co.uk) or by emailing: recruitment@ribbonacademy.co.uk. Completed forms should be submitted to Mrs Sheridan (HT) no later than **9.00am on Monday 19th May**.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects its staff to share this commitment. The appointment will be subject to an Enhanced Disclosure and Barring check, medical checks and satisfactory references.