MARVELS LANE
PRIMARY SCHOOL

20th October 2026

Dear candidate,

Thank you for your interest in our school and the role of Midday Meals Supervisor.

We are a positive school with a unique and inclusive atmosphere - many of our visitors comment on this. We aim to create the best environment possible in which teachers can teach and children can learn and achieve or, in other words, 'be the best that they can be". We are proud of what we have achieved so far as a school and are excited about our future. To this end, we aim to recruit the best staff possible to help us continue to improve, grow and serve this community.

The application pack should include the following:

1 Details of the vacancy including the salary and closing/interview dates;
2 Job Description explaining the function of the post,
3 Person Specification detailing the qualities we are looking for in the successful candidate;
4 Main application form; and
5 Shorter supplementary forms.

The deadline for applications is 12noon on Friday 30th October 2026.

It is essential that you read the Job Description and Person Specification before completing the application form.

Please ensure that all sections of the form are complete before you submit it. **Your personal statement should reference all, or at least the essential requirements, of the Personal Specification as we will assess how well your supporting statement matches these requirements when we are shortlisting.** We would also like you to include a paragraph on why securing a job at Marvels Lane Primary School would be important to you.

You're advised to you look back over the form after completing it to ensure that you've answered all questions and that all information is accurate.

Please send completed forms to the SBM, Mrs Sullivan. We are happy to accept forms either electronically by emailing them to sbm@marvelslane.lewisham.sch.uk or sent/delivered to the school address. Please note that forms that we receive after the deadline will not be considered. We do not accept CVs.

If shortlisted, you will be invited for interview on **Wednesday 4th November 2026**.

While we make an effort to contact all applicants, we are sometimes only able to contact shortlisted applicants. This means that if you don't hear from us by the interview date you will not have been shortlisted.

We follow strict and rigorous procedures for safeguarding and promoting the welfare of our children. Your suitability to work with children will be assessed during interview, references will be requested after shortlisting, and enhanced Disclosure and Barring Service (DBS) checks will be carried out before appointment.

I look forward to hearing from you.

Yours faithfully,

Isabel Hedderman
Headteacher (acting)

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Job Description

Post Title: Midday Meals Supervisor
Responsible to: Headteacher and Deputy Headteacher
Salary Grade: SC2N

The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.

Purpose of the Job

To work as a Midday Meals Supervisor to work within a team supervising and managing children during their lunchtime. We follow strict and rigorous procedures for safeguarding and promoting the welfare of our children.

Main Duties and Responsibilities

- Supervise and manage pupils of all ages during the midday break, in the dining area, about the school premises and in play areas, and within classrooms during wet lunch breaks. This includes seeing them safely into the building at the beginning of the afternoon session.
- Promote children's positive relationships, play and behaviour while maintaining supervision of a designated area of the playground.
- Anticipate, prevent and, where necessary, intervene with incidents of inappropriate behaviour.
- Ensure play equipment is looked after and used appropriately.
- Respond to the welfare needs of pupils in administering comfort and minor first aid.
- Ensure that health and safety practice and procedures are maintained during the midday break.
- Work in a way that promotes the school's values and equal opportunities policy.
- Where appropriate, support the school's policies regarding healthy eating.
- Follow the school's verbal and written reporting procedures.
- Attend regular short staff meetings and INSET where appropriate to ensure consistency of approach and mutual support.
- Carry out any other duties, within the competence of the post holder, as may be determined necessary.

Professional Development

The successful candidate must undertake all relevant training necessary for the role.

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PERSON SPECIFICATION

JOB TITLE: Midday Meals Supervisor **GRADE:** SC2N

Skills and requirements	• The ability to be an effective part of a team • An awareness of Health and Safety in a school environment • A positive and flexible attitude • The ability to encourage appropriate activities during the lunch break • Good observation skills • A range of good behaviour management strategies • A commitment to the school's Equalities Policy and the ability to implement it