

**Pate's Grammar School Foundation and
the Richard Pate School**



**Lunchtime Supervisor
Information Pack**

Title:	Lunchtime Supervisor
Reports to:	Deputy Heads/Head of Pre-Prep
Employment:	Permanent, part-time, term time only
Hours:	3.0 hours per week (12.00 – 13.30, Thursday and Friday)
Salary:	Annual Salary will be £1,627.55 including holiday pay.
Start Date:	As soon as possible.

About Us

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful co-ed independent day school (Monday – Friday) for 3-11 year olds. The school is set in a beautiful 11-acre semi-rural site in Leckhampton on the outskirts of Cheltenham. We offer children a broad education in modern, purpose-built facilities, which includes music, sport, art, languages and drama and a varied extra-curricular programme.

Vacancy Details

This is a part-time, term-time only post for someone who enjoys caring for children, supporting their development and ensuring their wellbeing and safety. You will enjoy being part of a friendly and supportive team of Lunchtime Supervisors.

While the post is being advertised for Thursdays and Fridays, there may be opportunities for additional hours on an ad hoc basis.

Job Description

The Lunchtime Supervisors team are responsible for ensuring pupils' safety and wellbeing across the lunchtime period, both in the dining hall and in the playground, in line with the school's policies and procedures.

It is important that you are committed to the aims and objectives of the school, to high standards of health and safety, and to the safeguarding and wellbeing of the school's pupils.

Responsibilities

1. Accompany pupils to and from the dining room as required.
2. Supervise and assist pupils in the dining room as required (e.g. with cutting up food, clearing away plates).
3. Supervise pupils in the playground/on the field during the lunch period, in accordance with the school's Safeguarding, Health and Safety and Supervision policies.
4. Attend meetings/in-service training regarding the role of Lunchtime Supervisor.
5. Attend training as required – including Health, Safety and Fire, Allergy and Safeguarding.
6. Administer first aid in accordance with school policy, recording all incidents in a school accident book.
7. Liaise with Deputy Head(s) or Head of Pre-Prep. Department regarding discipline issues.
8. Communicate with Deputy Head(s) or Head of Prep. and class teachers regarding welfare and behavioural incidents which take place over the lunchtime period.

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

Education, Qualifications and Training

- A basic knowledge of Child Protection issues would be helpful but is not essential as training will be given.
- A basic First Aid qualification would be helpful but is not essential as training will be given.

Experience

- Previous experience caring for children would be helpful but is not essential.

Aptitudes and Skills

- Be an excellent team player, able to communicate well with children and colleagues.
- Be punctual, reliable, friendly, flexible, trustworthy, cheerful and hardworking, and enjoy working with young children.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding is underpinned by a range of policies and procedures which encourage and promote safe working practice across the School. We make sure that all our staff are trained and supervised to a high standard so they can provide safe, effective practice

All posts are subject to a safer recruitment process which includes the disclosure of criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Due to the nature of this role being a regulated activity, you will need to complete an enhanced criminal record disclosure (DBS check including Barred List check) and undergo our pre-employment screening. As a regulated sector we are required to undertake online checks and ask for references prior to interview, by applying for this role you are consenting for us to contact your referees. Please note that this role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

Equality Diversity & Inclusion

We are committed to creating and promoting a diverse and inclusive workforce that reflects our community. Applications are welcome from all suitably qualified candidates. We particularly encourage applications from under-represented groups.

Candidates who have a disability or any other special requirements should let the School know if there are any reasonable adjustments they would like the School to make as part of the recruitment process.

Further Information

Up to date information and policies (including 'Recruitment, Selection and Disclosure Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice') may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

How to Apply

To apply, please download an application form from our website. Please post completed forms to the following address: -

Mrs Lucy Cox
Bursar
The Richard Pate School
Cheltenham GL53 9RP
Or e-mail to: bursar@richardpate.co.uk

Applications must be received by 12:00pm on Monday 12 October 2026.

Interview date: as soon as possible.

N.B. Early applications are encouraged. We may interview and appoint before the closing date if a strong candidate is found.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

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