



Balcombe C E (C) School

London Road, Balcombe, West Sussex, RH17 6HS

Headteacher: Wendy Millbanks

Telephone: (01444) 811403

Email: office@balcombeschool.co.uk

www.balcombeschool.co.uk

1. General Details

TITLE OF POST: MIDDAY MEAL SUPERVISOR

HOURS: MON – FRI 12 – 1:15 (WOULD CONSIDER JOB SHARE) TEMPORARY CONTRACT

LIKELIHOOD OF EXTENSION SUBJECT TO FUNDING

START SEPTEMBER 2024

SALARY GRADE: 2



We are very proud of our school and committed to providing a safe, supportive and stimulating learning environment, in which all children achieve their best and are recognised for their successes.

Staff, Governors, parents and members of the community work in partnership to ensure that the provision for the children is of the highest quality and that our pupils leave us not only equipped with all the skills needed for the next step in their learning journey, but as confident individuals who care about themselves and others.

Balcombe Primary School is a five class school, currently providing an excellent education for 137 pupils. The building is old, but well cared for and provides for a bright and cheerful environment. The grounds incorporate a ball court, stage, pond and wild area, which is also used to enhance learning. Our pupils are highly motivated and love coming into school.

2. Purpose of the Role

We are looking to appoint a motivated, positive Midday meals supervisor to supervise children at lunchtimes. You will be required to supervise and provide support for pupils, including those with additional needs, ensuring the safe access to playtime opportunities as well as supervise children while eating their lunch. You may also be needed to administer basic first aid.

3. Responsible to :

- Headteacher

Balcombe CE Primary School considers safeguarding to be of paramount importance

The School is committed to safeguarding and promoting the health, safety and welfare of all children, young people, their families and staff. This means that everything we do is designed to promote the safety and well-being of the children we work with, as well as that of children and young people in general.

Closing date for applications – Friday 21st June

Interviews – tbc

Vacancy description correct at the time of advertising positions

Personal Specification

Essential	Desirable
<ul style="list-style-type: none">• Commitment to the role.• Calm, friendly manner.• Able to multi-task and show flexibility.• Positive approach to problem solving and ability to use initiative.• A willingness to undertake first aid training.	<ul style="list-style-type: none">• Experience of working with children.• Previous experience working across the primary range.• Ability to work additional hours periodically to help cover staff absence.• First Aid qualification.