

# BROMSGROVE PRE-PREPARATORY SCHOOL

## LUNCHTIME SUPERVISOR

Based:	Bromsgrove Pre-Preparatory School	
Line Manager:	Head of Bromsgrove Prep and Pre-Prep.	
Hours of Work:	Monday to Friday 11.15 am.-1.45 pm. term time only	
Rate of Pay:	£ 12.71 per hour.	
Holidays:	6.4 weeks pro-rata	
Sickness Benefit:	Length of Service	Full Pay (including entitlement to Statutory Sick Pay)
	During probationary period	Nil
	During first year	2 weeks
	During second year	6 weeks
	During years 3-5	8 weeks
	During years 6-10	10 weeks
Pension Scheme:	A contributory pension scheme is available up to 7%.	

## GENERAL DUTIES

To be responsible, under the direction of the Headmaster or other designated teacher, for the care and welfare of a designated group of pupils having regard to the requirements of the School's aims, objectives and schemes of work and any policies of the Governing Body.

To share in the corporate responsibility for the discipline and welfare of all the pupils.

## SPECIFIC RESPONSIBILITIES

- To set up the tables and assist children and staff while children are eating their lunch (cutting up food etc.)
- To clear tables, clean and re-set for the next year group as the children finish eating.
- To assist children in the clearing of their trays and stacking on the trolley when they have finished eating.
- To supervise general behaviour of a specified age group of children both in the cloakroom and outside in playground areas, when they have finished eating their lunch.
- To supervise general behaviour of children in the classrooms during wet lunchtime's outside and to ensure suitable play activities are available for the children.
- To ensure and maintain the cleanliness of the School Dining Hall.
- To take responsibility for First Aid during the lunch sessions.

This job description is not necessarily a comprehensive definition of the role and the post holder may be directed to undertake such tasks or duties, which may reasonably be given to the post holder by the Head teacher, from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time, after consultation with the post holder.

## How to Apply

Please complete the online application form.  
Closing date is Monday 11 May 2026

*Bromsgrove School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS*