



**Highbury Primary School,  
Dovercourt Road, Cosham PO6 2RZ**

**Lunchtime Supervisory Assistant  
6.25 hrs per week  
Term Time Only  
Salary: Trust Grade 2, £22,737 - £23,500 (FTE)**

Highbury Primary School is a good school with a rich and vibrant school life, where children feel safe and happy. Do you have some free time in the middle of the day? We want an energetic, committed and friendly person to join our team.

You will have a flexible, caring nature and it will be obvious you enjoy working with children. The successful candidate will need to be a team player but also able to use their own initiative. The role involves a variety of responsibilities and these are allocated on rotation:

- Playground/field supervision, dining hall duties and wet break supervision in class
- Involving yourself in games and activities whilst supervising
- Supporting the children in line with the school's behaviour policy
- Administering basic first aid and keeping records of accidents, liaising with other staff as necessary (Paediatric First Aid training can be provided)
- Occasionally attending team meetings outside of the lunch period
- Attending training, where applicable
- Assisting with ancillary duties e.g. cleaning up spillages, wiping tables etc.
- Ensuring confidentiality and discretion

You will help to provide our children with a positive, healthy and safe environment making lunchtimes an enjoyable experience for everyone. It is essential that you can interact with children, encouraging them to play and structuring games for them whilst ensuring that they are being safe.

In return, you will find a rewarding role and be part of the University of Chichester Multi-Academy Trust offering added benefits and opportunities. Each of our academies has a unique identity, but a shared belief in creating a positive and enriching environment, where all staff feel valued.

Hours of work will be 11.45 – 13.00 Mon – Fri

**Application Procedure**

An application pack can be downloaded from our website at: <https://www.highburyprimary.org> - About Us/Vacancies. Completed applications form should be returned by post or e-mail to Sam Tindall, School Business Manager at [stindall@highbury-prim.portsmouth.sch.uk](mailto:stindall@highbury-prim.portsmouth.sch.uk).

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*