



# RECRUITMENT PACK LUNCHTIME SUPERVISOR

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## WELCOME FROM MIKE WRIGHT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School, I hope you find the information in this recruitment pack both informative and inspiring.

Thank you for taking in an interest in joining Our Lady and St John RC High School.

As a member of our team, you will be joining a school with a clear vision for improvement and a genuine belief in the transformative power of education. You will be encouraged to bring your strengths, your creativity and your passion to your role, and you will be supported by colleagues and leaders who are committed to your professional development and wellbeing.

This is a school that believes in aspiration, inclusion and care for all of our pupils. Our staff are dedicated professionals who work collaboratively, support one another and take pride in doing the very best for our children. We place great emphasis on high-quality teaching, strong pastoral care and creating a culture where pupils feel safe, happy and motivated to succeed.

Whether you are early in your career or an experienced practitioner, OLSJ is a place where you can grow, make a real difference and be part of something meaningful.

We look forward to receiving your application.

Yours faithfully,



Mike Wright  
Headteacher

WELCOME FROM MIKE ZAMMIT, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School. As a Catholic community centred on Christ, our mission is to help every young person grow in their gifts so they can love and serve God, others and themselves. Our core values - **Faith, Truth, Unity, Justice, Forgiveness and Industry** - guide our curriculum, pastoral care and relationships.

We are proud of our strong Catholic ethos, our inclusive culture and the warm sense of belonging felt by pupils and staff. The school is ambitious for every learner, and governors work closely with leaders to ensure a safe, aspirational environment where excellent teaching and personal development can flourish.

If you join us, you will become part of a committed, supportive and collaborative community. Our pupils are eager to learn, our staff are dedicated to their own growth, and our governing board is focused on providing strong strategic support and challenge.

Thank you for considering Our Lady & St John.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mike Zammit'.

Mike Zammit  
Chair of Governors

# JOB ADVERT

## LUNCHTIME SUPERVISOR

**PERMANENT / TERM TIME ONLY (39 WEEKS), 7.5 HOURS PER WEEK (1.5 HOURS PER DAY MONDAY TO FRIDAY – 1:00 PM TO 2:30 PM)**

**GRADE B, POINT 1 – 3 £24,224 - £24,796 FTE (£4,223.50 - £4,323.22 PRO-RATA/TAKE HOME PAY)**

**RESPONSIBLE TO: MR JAMES KELLY, ASSISTANT HEADTEACHER**

**MAIN LOCATION: OUR LADY & ST JOHN RC HIGH SCHOOL**

**REQUIRED TO COMMENCE: JANUARY 2026**

Our Lady & St John RC High School is a proud member of the Romero Catholic Academy Trust.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of Our Lady & St John RC High School, are seeking to appoint an enthusiastic, highly motivated Lunchtime Supervisor to assist our very successful catering team.

The successful candidate will:

- work well as part of a team
- be hard working and enthusiastic
- flexible with working hours/ duties

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 588388** or **recruitment@olsj.romerocat.com**.

**Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: [www.romerocat.com](http://www.romerocat.com) or the school website [www.olsj.blackburn.sch.uk](http://www.olsj.blackburn.sch.uk).**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	Thursday, 11 December 2025 at 12 noon
<b>Shortlisting Date</b>	Friday, 12 December 2025
<b>Interview Date</b>	Week commencing Monday 15 December 2025

## LUNCHTIME SUPERVISOR - JOB DESCRIPTION

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### JOB PURPOSE

- Supervision of students during the midday break period ensuring good conduct in a calm and safe environment.
- Ensure the dining areas are clean and tidy during and after the lunch period.

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### MAIN DUTIES AND RESPONSIBILITIES

- Be responsible for an allocated area and interact, supervise and manage students within your allocated area.
- Ensure students clear up in a satisfactory manner, disposing of litter and leftover food in the bin and returning their tray with used crockery and cutlery to the tray stands.
- After each lunch break assist with wiping tables and sweeping the floor to ensure the dining area is left clean and tidy.
- Replace all rubbish bags and place full bags in container outside.
- Maintain a good standard of behaviour around the school throughout the lunch breaks.
- Oversee student activities and behaviour, ensuring their safety and well-being.
- Deal with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to colleagues on duty and line manager, according to severity of incident.
- Be observant and report any concerns to school staff.
- Be aware of relevant issues and ensure the safeguarding and welfare of the students.

### GENERAL:

- Set an excellent example in terms of personal presentation, attendance and punctuality.
- Be a responsible, caring adult with the health, safety and welfare of students always in mind.
- Evidence conduct which commands respect and ensure students behave safely at all times.
- Encourage good table manners and good behaviour whilst students eat their meals. • A commitment to support the Catholic ethos of the school. HEALTH AND SAFETY:
- Be aware of how to contact a first aider and also of the fire evacuation and lock down procedures.
- Work to school policies to maintain a safe environment for students and other staff.

- Be vigilant in respect of Health and Safety issues e.g. cleaning up as quickly as possible when food is spilt or dropped and ensure that slip or trip hazards such as wet floors are dealt with properly.

**SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE:**

- Our Lady and St John Catholic College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share the commitment and to undergo appropriate checks, including an enhanced DBS check.

**OTHER:**

- The post holder will carry out additional site-specific duties if required (subject to negotiation)
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher/Business Manager.

## LUNCHTIME SUPERVISOR

### PERSON SPECIFICATION

Key:

E – essential criteria

D – desirable criteria

A – application form

I – interview

Personal requirements of successful post holder		Category	Method of Assessment
<b>1</b>	<b>Educational Standard / Qualifications / Membership of Professional Institutions (indicate grade)</b>		
	Educated to GCSE level or equivalent.	D	A/I
	A first aid qualification	D	A/I
<b>2</b>	<b>Experience, Skills and Knowledge</b>		
	Experience of working as part of a team.	E	A/I
	Ability to work safely and encourage safe behaviour from students.	E	A/I
	Ability to deal with students in a fair, patient and firm manner.	E	A/I
	An ability to interact positively with students, parents and colleagues	E	A/I
	Articulate and able to communicate effectively with staff and students	E	A/I
	Experience of working within a school setting.	D	A/I
	Ability to seek advice or assistance when needed to support students.	E	A/I
<b>3</b>	<b>Personal Qualities</b>		
	Calm and patient with a 'kind but firm' attitude.	E	A/I
	A genuine desire to work with, and on behalf of young people.	E	A/I
	Energy and drive with a good sense of humour.	E	A/I
	Commitment to equality of opportunity for all regardless of gender, disability, religion and ethnic origin.	E	A/I
	Willingness to undergo appropriate checks including enhanced DBS checks.	E	A/I
	Willingness to demonstrate commitment to the values and behaviours which flow from the Our Lady and St John Catholic ethos.	E	A/I
	Willingness to be flexible.	E	
	Work in a confidential manner.	E	
<b>4</b>	<b>Work Related Circumstances</b>		
	High standard of personal cleanliness and appearance.	E	A/I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>			

Prepared by: RCAT HR Department

Date: Nov 2025



## EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

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## HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

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## SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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## ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## SPECIAL SUPPORT ASSISTANT LEVEL 2 - HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Gail Goldstein on 01254 588388 or [recruitment@olsj.romerocat.com](mailto:recruitment@olsj.romerocat.com).

**Full details and application forms are available from our website: [www.olsj.blackburn.sch.uk](http://www.olsj.blackburn.sch.uk).**

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**Completed application forms and associated documentation should be returned to Mrs Gail Goldstein, Headteacher's Executive Administrator via e-mail to: [recruitment@olsj.romerocat.com](mailto:recruitment@olsj.romerocat.com)**