

Position: Midday Supervisor
Organisation: Ickworth Park Primary School
Closing Date: Friday 30th January 2026
Salary: Grade 2 Point 2 £12.65 per hour (£24,414 FTE per annum)
Hours of Work: Monday to Friday 11.45am to 1.15pm – term time only
Contract: Permanent
Required: As soon as possible



We are looking to appoint a Midday Supervisor to join our dedicated team of lunchtime staff at Ickworth Park Primary.

The position is suitable for all ages – a keen, adaptable and positive personality is the main requirement!

A good sense of humour, the ability to work in a team and a love of being outside whatever the weather is essential. An understanding of basic first aid procedures would be an advantage although training will be given.

The role entails:

- Setting up the hall with tables and chairs for use during the lunch service.
- Supporting the kitchen team with the clearance of the hall during and after service
- Direct supervision of pupils throughout the lunchtime break, i.e. from the end of morning school until the start of the afternoon session
- Overseeing all areas where pupils gather during the lunch break, these will include the playground, library, lunch hall and playing field
- Instigating playground games ensuring children are engaged in positive play
- Maintaining an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting any concerns with safety or behaviour to an appropriate member of staff
- Interpreting information or situations to solve straightforward problems.

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

You will:

- Be honest, reliable and hardworking
- Be flexible, sympathetic and adaptable to the needs of the children
- Provide a patient, caring and gentle approach
- Be a good role model for the children at all times
- Demonstrate positive, consistent behaviour management skills in line with the school's policies. Showing an ability to resolve straight forward problems e.g. a minor disagreement between pupils
- Support the children with social skills, table manners, self-care skills and positive play.
- Be able to follow written guidance and procedures
- Have basic computing skills to help you access online training
- Be willing to undertake training to support initiatives that relate directly to your role

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment. The post is subject to satisfactory Enhanced Disclosure and Barring Service (DBS) check and children's barred list check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the school.

How to apply:

Please request an application form by email at office@ickworthparkprimary.org.uk. Alternatively, you can collect an application from Mrs Dawson-Dulieu in the school office.

Please return your application to the school office marked for the attention of the Headteacher

We reserve the right to close the advertisement early and strongly suggest that application forms are submitted as soon as possible.