



Oakhyrst Grange School

Lunchtime Supervisor

APPOINTMENT BRIEF

To start:
ASAP



ABOUT OAKHYRST GRANGE SCHOOL

Oakhurst Grange is a leading independent co-educational preparatory school for children aged 3–11, set within 5.5 acres of beautiful Surrey countryside. We are a warm, family-focused school where every child is known, valued and encouraged to flourish.

With a strong emphasis on academic achievement, pastoral care and personal development, we combine traditional values with innovative learning opportunities, creating a supportive and inspiring environment for both children and staff. As part of the Caterham Family of Schools, we are excited about our continued growth and the opportunities this brings to our school community.



THE ROLE OAKHYRST GRANGE SCHOOL

The Lunchtime Supervisor will ensure the safety and welfare of pupils during the lunchtime break.

Key responsibilities:

Dining Hall Supervision

- Monitor the flow and movement of pupils within the dining hall to ensure orderly entry, seating and exit arrangements.
- Support pupils in following dining hall expectations and maintaining appropriate behaviour.
- Monitor and encourage the correct wearing of identification lanyards where required, supporting the school's safeguarding and health procedures.
- Supervise pupils during lunch periods, promoting a calm, safe and positive dining environment.
- Be vigilant regarding pupils' dietary requirements and allergies, ensuring that allergy awareness procedures are followed at all times.

Playground Supervision and Engagement

- Take an active role during playtimes, engaging positively with pupils and encouraging participation in suitable, inclusive games and activities.
- Support pupils in developing positive relationships through cooperative play, sharing and respectful interaction with their peers.
- Create and maintain a safe, welcoming and enjoyable playground environment where all pupils feel supported.
- Monitor playground behaviour and intervene appropriately to prevent unsafe or inappropriate activities.
- Organise, distribute, monitor and store playground equipment, ensuring resources are used safely and responsibly and are maintained in good condition.
- Encourage pupils to care for and return equipment appropriately at the end of play sessions.
- Provide basic first aid treatment in accordance with school procedures and accurately record any accidents or incidents.
- Report any concerns relating to pupil welfare, behaviour, safety or equipment to the appropriate member of staff.

THE PERSON OAKHYRST GRANGE SCHOOL

The person appointed will be expected to play a full and positive part in the life of the School.

The successful candidate will:

- Be approachable, positive and able to build effective relationships with pupils and colleagues.
- Have strong communication and interpersonal skills.
- Be observant and able to respond appropriately to pupil welfare, safeguarding and health needs.
- Be organised and able to manage playground resources and equipment effectively.
- Have a genuine enthusiasm for working with children and supporting their wellbeing, development and enjoyment during lunchtime and playtimes.
- Be confident in promoting positive behaviour and encouraging pupils to engage in safe, inclusive and enjoyable activities.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Remain calm and professional in a busy school environment.
- Hold a First Aid qualification or be willing to undertake First Aid training provided by the school.
- Work well as part of a team while also demonstrating initiative and independence

BENEFITS OAKHYRST GRANGE SCHOOL

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Continuous Professional Development

All staff have access to generous professional development training as part of the School's performance management process. The focus at Oakhurst Grange School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our pupils. We have a strong track record of supporting colleagues into Middle and Senior Management positions.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Fee Remission

Discount available on school fees. Please contact the HR department for full terms and conditions.

Pension Scheme

Professional Services staff are eligible to join a stakeholder pension scheme, this includes an employer's contribution of up to 7%.



APPLICATION PROCESS

You can complete the application online via
the school website at:
<http://www.caterhamschool.co.uk/about/careers>

If you have any questions or queries, please contact
Emma Golding, Director of People:
human.resources@caterhamschool.co.uk or call 01883
343028

This appointment is to start as soon as possible. *The hours of
work are Monday to Friday from 12.15-2.00pm.*

Applications will be reviewed as they are received. The School
reserves the right to appoint at any stage of the recruitment
process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and
promoting the welfare of children and young people and
expects all
staff and volunteers to share this commitment. All offers of
employment are subject to an enhanced DBS check.

