Hobb Lane
Hedge End
Southampton
Hampshire
SO30 0GG
Tel: 01489 782075
Email: adminoffice@freegrounds-inf.hants.sch.uk

Senior Administrative Officer: Mrs C. Haines

Acting Headteacher: Miss S. Holmes BA (QTS)

November 2026

Lunchtime Assistant (Temp until 31 August 2027)
Tuesday - Thursday 1 hour 10 minutes per day (12.05pm - 1.15pm)
Grade A - £12.97 - £13.07 per hour depending on experience

Dear Candidate,

Thank you for your interest in the position of Lunchtime Assistant at Freegrounds Infant School. We are delighted that you are considering joining our school community, and we hope the information in this pack helps you gain a clear understanding of the role and inspires you to apply.

We are currently seeking to appoint an enthusiastic and committed Lunchtime Assistant to join our team, supporting pupils during this important and busy part of the school day. Lunchtimes are a key part of children's school experience, providing opportunities for social development, play and wellbeing, and we are looking for someone who is keen to make a positive contribution to this.

Freegrounds Infant School is a thriving three-form entry school, graded **Good** in our most recent Ofsted inspection in February 2023. We are proud of our welcoming, friendly environment and our dedicated, supportive staff team, who work closely together to ensure the very best outcomes for our children.

This role also offers a valuable opportunity for those interested in gaining further school-based experience. Many of our Lunchtime Assistants are occasionally asked to support as Learning Support Assistants, covering staff absence or training. For candidates considering a future role in education, this can provide a fantastic opportunity to develop skills and experience in the classroom.

Our children are a real strength of the school – they are keen to learn, well behaved and a pleasure to work with. We place great importance on building strong relationships with families and the wider community, and we are proud of the positive reputation the school holds.

We are looking for someone who is motivated, caring and keen to make a real difference to the quality of our lunchtime provision, supporting both positive behaviour and engaging play.

If you feel that you have the qualities and enthusiasm to contribute to our team, we would be delighted to receive your application.

We look forward to hearing from you.

Yours faithfully

Miss S Holmes
Acting Headteacher

Lunchtime Supervisory Assistant Job Description and Person Specification Grade A

The role involves:

- Helping to organise pupils in the hall, classrooms and outside areas, encouraging good manners and supporting healthy eating.
- Supervising and supporting play activities and encouraging the child to participate and develop positive relationships and interactions with others.
- Promoting independence, fair play and positive behaviour.
- Ensuring the safety and welfare of our pupils.
- Administration of minor first aid (training will be given)

	Essential	Desirable
Qualifications and Experience	• Experience of working or volunteering with children. • Experience of working as part of a team.	• Experience of working or volunteering in a school setting. • Experience of working with children who have special educational needs. • Experience of organising activities/experiences for children.
Professional knowledge	• Able to make contributions to the improvement of the lunchtime meal service. • A good understanding of strategies to support and promote positive behaviour.	• A sound knowledge of how to modify learning experiences for children with special educational needs, in particular speech and language, learning skills, social interaction and self-help skills to enable them to engage with others.
Communication	• Good communication skills and ability to clarify and explain instructions clearly. • A high standard of spoken English.	
Personal qualities or skills	• Empathy with pupils and sympathetic to their needs. • Professionally discreet and able to respect confidentiality on particular issues. • Well-developed interpersonal skills enabling effective relationships with a variety of people. • Able to work under direction or use own initiative. • Calm, patient and empathetic. • Organised and reliable. • Resourceful and flexible. • Tolerant. • A good sense of humour. • Committed to achieving the best outcomes for pupils.	

Closing date for applications: 12 noon Wednesday 25th November 2026

Interviews: Monday 30th November

This school is committed to the safeguarding of children. Any discrepancies or anomalies in the information provided, issues arising from references and the suitability to work with children will be explored as part of the interview procedure. The successful candidate will be subject to a Disclosure and Barring Service Check. The interview process will include an assessment of the candidate's suitability for working with children.

Freegrounds Infant School



Hobb Lane, Hedge End, Hampshire, SO30 0GG
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Acting Headteacher: Miss S Holmes

Lunchtime Assistant

NOR: 20