



# Meole Brace School

Learning    Respect    Success

Applicant Information

**Lunchtime Supervisor**

From: ASAP

Permanent





# Meole Brace School

**Learning    Respect    Success**

March 2026

Dear Colleague

Thank you for taking the time to consider applying for the post of Lunchtime Supervisor. We are looking to appoint a flexible and enthusiastic individual to join our Supervisory Team at Meole Brace School.

The ethos of our school is based on our core values of Learning-Respect-Success our aim for our students is that they are happy and successful. The Lunchtime Supervisor role is integral to that aim, ensuring our pupils can access the school grounds in a safe way.

Included in this applicant pack is information on the role of Lunchtime Supervisor.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk) by 8th April 2026 at 12 Noon.

Yours sincerely,

Mary Pope  
Headteacher



**Headteachers  
Meole Brace School  
Longden Road  
Shrewsbury SY3 9DW**

**Mrs M Pope & Mrs H Wright  
01743 235961  
[admin@meole.co.uk](mailto:admin@meole.co.uk)  
[www.meolebrace.com](http://www.meolebrace.com)**





# Meole Brace School

**Learning    Respect    Success**

## About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our reputation as a vibrant school with high expectations. We are all fully committed to providing a stimulating and high quality learning experience for all.

*"The school has an impressive knowledge of each pupil, underpinned by comprehensive and systematic tracking. It pays close attention to identifying and removing any barriers to pupils' success" Ofsted 2024*

*"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be" Parent Survey*

We have a wide ranging CPD program as well as individual pathways for staff at all levels of their career. We are part of a local multi-academy trust (Trust Schools) which includes 9 schools, 5 of which are secondary schools. This provides us with further valuable opportunities to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promoting innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by a dedicated leadership team. We operate on an ethos of mutual respect and kindness.

*Meole Brace School is "a respectful and positive environment where students feel safe and enjoy attending school". "The school's behaviour policy places a strong emphasis on rewarding positive behaviour and respectful attitudes". Ofsted 2024*





# Meole Brace School

**Learning    Respect    Success**

## Advertisement – Lunchtime Supervisor

**Grade 1, SCP 2 (£12.65 per hour)**

**9.58 Hours per week – Term Time Only**

**Required to start ASAP**

### **Permanent**

We are looking for an enthusiastic and flexible individual to join our Lunchtime Supervisory Team at Meole Brace School.

The Lunchtime Supervisors play an integral role in ensuring the pupils are happy and secure and are able to access the school grounds during their lunch breaks in a safe way. The successful candidate will ensure children are effectively monitored, whilst alerting to any unauthorised entering / exiting of the site.

The successful candidate will have good communication skills and be able to work as part of a team. They will need to be calm and professional with an authoritative presence.

Full training will be provided.

Hours will be between 12.35pm – 14.25pm every day.

Further information about the school and an application pack visit our website: [www.meolebrace.com](http://www.meolebrace.com).

Completed application forms should be emailed to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk).

**Closing date: 8th April 2026 @ 12 Noon**

**Interview date: To Be Confirmed**

*Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.*

*An online search will be undertaken as part of due diligence checks during the shortlisting process.*

**Headteachers  
Meole Brace School  
Longden Road  
Shrewsbury SY3 9DW**

**Mrs M Pope & Mrs H Wright  
01743 235961  
admin@meole.co.uk  
[www.meolebrace.com](http://www.meolebrace.com)**





## Job Description - Lunchtime Supervisor

### Details of Post

- ◆ Lunchtime Supervisor
- ◆ Reporting to: Business & Operations Manager
- ◆ Term time only
- ◆ 9.58 hours per week
- ◆ Grade 1, SCP 2 £12.65 per hour

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

### Purpose of Post

Under the direction/instruction of senior staff (Principal Supervisory Assistant / Senior Team Leader): supervise and ensure the safety of children throughout lunchtime by encouraging the pupils to treat each other with respect and to follow the Meole Brace Secondary School Behaviour Policy at all times.

### Principal Duties and Responsibilities

#### 1. Duties

- ◆ Take instructions from the Principal Supervisory Assistant and Senior Leadership Team (SLT) regarding the supervision of pupils throughout the lunchtime break.
- ◆ Supervise designated areas, deal with minor problems and report any persistent unruly behaviour, incidents of fighting, bullying or racial / personal abuse to the Principal Supervisory Assistant or a member of the SLT as appropriate
- ◆ Ensure pupils leave the dining hall in a tidy condition by giving the necessary guidance to pupils in respect of cleaning plates, placing cutlery and crockery at the kitchen hatch and tidying seating area
- ◆ Maintain calm discipline according to the rules of the school's behaviour policy
- ◆ Assist in ensuring pupils are either in the hall or outside in designated areas only.
- ◆ Monitoring the site, ensuring pupils arriving and exiting have permission to do so.
- ◆ Ensure visitors to the school are known to School Reception.



Meole Brace School

## Job Description - Lunchtime Supervisor

### 2. Responsibilities

- ◆ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ◆ Be aware of and support difference and ensure equal opportunities for all.
- ◆ Contribute to the overall ethos/work/aims of the school.
- ◆ Appreciate and support the role of other professionals.
- ◆ Attend and participate in relevant meetings as required.
- ◆ Participate in training and other learning activities and performance development as required.

### 3. Safeguarding

Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures



## Person Specification - Lunchtime Supervisor

	Essential	Desirable
<b>Qualifications</b>	Good general level of education	
<b>Work or relevant experience</b>	Experience of working with young people	Experience of working in an educational setting or other relevant environment
<b>Knowledge and understanding</b>	Basic awareness of first aid or a willingness to undertake training.	Knowledge of school based education including child development
<b>Skills and Abilities (relevant to post)</b>	Good communication skills and ability to relate well to children, staff and parents Evidence of working well as part of a team	
<b>Personal Qualities</b>	Flexibility and reliability Willingness to develop skills with further training Ability to maintain confidentiality Enjoy working with children	
<b>Special Conditions</b>	Willingness to undertake an online search and enhanced Disclosure and Barring Service (DBS) check	