



Lyminster Primary School

Find Your Roar!

Headteacher: Mrs G Terrill (Acting)
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Midday Meals Supervisor

We are looking for an enthusiastic and committed midday meals supervisor to join our Midday Meals team 5 days per week. This is a permanent role for 6.25 hours per week.

About us:

Lyminster Primary is a one-form entry school in Littlehampton with 209 children currently on roll. We are proud to serve a vibrant community with above average Pupil Premium and complex Special Educational Needs - we have a strong local reputation for Inclusion, and it would be important that this is also something you believe in.

Our pupils are engaging, enthusiastic and well-behaved, and we have a team of friendly, supportive and highly motivated staff and governors. We are committed to continued professional development and staff well-being, and team members report that they strongly value our ethos of teamwork and mutual support. Our vision is to continue to build a community-focussed and nurturing school with sky-high ambition and a global outlook. Our mission is to imbue confidence in all our children, instil community spirit and foster a life-long love of learning. If this sounds like something you can be passionate about and help to promote in everything you do, then this post could be for you! Would you like to 'Find Your Roar' with us?

If you are enthusiastic, hard-working and enjoy working with children, this is an ideal opportunity for you to share in the life and work of this vibrant and cheerful community school.

Salary: £13.28 per hour
Hours: 6.25 Hours per week, Monday – Friday, 12:15 – 1:30pm, Term-Time only
Required from: November 2026
Closing date: 4th November 2026
Please apply using the application form attached to: applications@lyminster.w-sussex.sch.uk

RESPONSIBLE TO: School Business Manager, Headteacher, Governors



The supervision of the children at lunchtime is a very important aspect of the social development and welfare of our pupils. You will play an integral part in developing and maintaining ethos of our school. As part of the role, you will alternate on a half-termly basis between supervising play outside (or inside if it is wet play) and supervising in the lunch hall. All MDMs are required to support with the cleaning and clearing of the hall at the end of lunch.

Working independently and as part of a team the duties include:

Outside Supervision:

- Supervising children at play during lunchbreaks; being vigilant of all areas within your responsibility, proactively intervening in/managing potential incidents before they escalate;
- Setting up and clearing away outside play areas, as required;
- Dealing with minor accidents outside if appropriate, sending those requiring a first aider to First Aid;
- Actively encourage children to participate in positive play through positive behaviour management and leading simple games as required;
- Promote positive friendships;
- Deal with behaviour incidents in accordance with the behaviour policy, reporting any serious incidents to the Class Teacher/Headteacher;
- During wet weather - keeping children well supervised and occupied in their class. Ensure all games and activities cleared away before the end of lunch-break so the class is ready for teaching;

Dining Hall Supervision:

- Assisting in setting-up dining hall, setting tables, laying place-settings and serving drinks as required;
- Supervising the children, monitoring and dealing with behaviour in line with school policy;
- Encouraging the children to eat an adequate and healthy lunch; promoting good table manners;
- Assisting children to open their packed-lunch containers, cutting-up food, scraping plates etc.;
- Moving around and being continually vigilant ensuring children are managing their packaging, eating well and behaving appropriately;
- Being vigilant in ensuring all spillages, accidents, incidents and hazards are immediately and appropriately dealt with. Particular attention must be paid to spillages to avoid the risk of slips, ensuring these are cleaned immediately and signage used where necessary;
- Clearing and cleaning tables and chairs in between sittings and at the end of lunch. Sweeping and mopping hall floor. This is done on a tight schedule and requires quick and accurate work;
- Dealing with minor accidents and liaising with the medical staff other school staff as necessary;
- Reporting any serious incidents and/or unacceptable behaviour to the SLT member on duty.



This is a team effort – please check with colleagues and share any clearing-up or other duties that need finishing, before leaving.

Health and Safety

- All employees are responsible and accountable to the Headteacher for the implementation of the School Health and Safety Policy in the performance of their duties;
- Staff must be familiar with the Schools Health and Safety Policy, the implications of that Policy and equally any special procedures, arrangements and practices relating to their own working areas;
- All employees need to adhere to the Health and Safety Policy, reporting any hazards or near misses using the Hazard Reporting Form;
- Staff must note that under no circumstances are pupils to be involved in the moving of tables, pianos, television monitors and heavy furniture.
- Monitor effective working relationships with colleagues and parents;
- Contribute to the maintenance of pupils' safety and security;
- Check emails, and in particular read the staff briefing email weekly
- Review and develop their own professional practice;
- Recognise confidentiality, child protection procedures, and the policies of the Governing Body and the LA
- Assist the teaching staff in the smooth transition around lunchtimes.

General Administration

We use electronic communication extensively, including the sharing of vital information through staff emails, as well as the completion of forms, and requests for leave etc. As a result, applicants must have a basic understanding of IT and be able to send and receive emails, attach documents and complete basic forms electronically. Emails will need to be checked at least weekly.

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Our school is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. All appointees are subject to pre-employment checks, including references, Disqualification by Association declaration and Disclosure & Barring Service check. West Sussex County Council is an equal opportunities employer.



Candidates are welcome to visit the school. Please call the school office on 01903 713642 for an appointment. Further information about our school is available on our website www.lyminster.w-sussex.sch.uk.

