



Lunchtime Supervisor

- **Closing Date:** Wednesday 18th June at 6pm
- **Job Start Date:** September 2025
- **Contract/Hours:** Fixed term (1 academic year), 7.5 hours a week during term time
- **Key Stage:** Early Years (children age 2 – 4 years)
- **Salary Type:** Grade 1
- **Salary Details:** £12.26 per hour (pro- rata salary= £4,011.31)
- **Hours of Work:** 11.30am - 1.00pm Monday to Friday, a total of 7.5 hours per week in school term time
- **Location:** Comper Nursery School, Hertford Street, Oxford, OX4 3AJ
- **Contact e-mail address:** recruitment@comper.oxon.sch.uk

Job/Person Summary

Does the opportunity to join our friendly team, working with a diverse group of happy and enthusiastic children in a well-resourced setting with extensive outdoor space interest you?

If so, then we would love to meet you!

Comper is a friendly, welcoming Nursery School for 2 - 4 year olds situated in East Oxford- a famously vibrant and richly diverse part of Oxford. We are looking to expand our lunchtime team and recruit a passionate and energetic individual who loves spending time with children. No formal childcare experience is necessary.

Our expectations would be for you to help children feel safe and secure, bolster their self-esteem and confidence and take into account the school's policies on behavior and equal opportunities. You will need to have a good level of spoken English to build relationships with the children and communicate with other staff. From time to time you may have to deal with children with a range of special needs; the headteacher and teaching staff will advise you.

It is the responsibility of the lunchtime supervisor to support children throughout the lunchtime period by helping them to:

- get ready for lunch - go to the toilet and wash their hands
- select cutlery
- eat their lunch – opening packets, cutting food etc.
- create a happy and relaxed 'family - style' lunchtime experience
- engage in conversations and interactions with their peers and the adults
- play happily outdoors, except on wet days when it will be necessary to read stories and play quiet games indoors

After the children have finished eating, on a rotational basis it will be necessary to help clean the tables and sweep the floor.

All lunchtime staff are expected to work supportively in a team, aiming to make the lunchtime period a happy and settled time for all children.

If you feel you could be this individual.....then you should apply and join us!

We can offer you:

- a well-resourced, large Early Years environment
- a happy and positive learning culture
- a friendly and committed team
- support and motivation from professional colleagues

Application Procedure

Please complete the application form and hand in to the school office or return by email to recruitment@comper.oxon.sch.uk.

Visits to the school are warmly welcomed but are not essential for applying.

If you would like to arrange this or discuss any aspects of the post, please contact the School Office on 01865 245768 and ask for The School Business Manager, Alice or email recruitment@comper.oxon.sch.uk

The closing date for this post is **Wednesday 18th June 2025 at 6pm**. Shortlisting will take place on Thursday 19th June with interviews scheduled for **Tuesday 24th June**.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

Oxfordshire County Council recognises the contribution that every employee makes, values individual differences, and encourages respect for all. We are a committed equal opportunity employer, and we aim to promote and develop a diverse workforce at Comper Nursery School.

We look forward to receiving your application.

Comper Nursery School and Oxfordshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.