



Be All That You Can Be

**Riverside St. Paul's Cray**

Main Road, St Paul's Cray,  
Orpington, Kent, BR5 3HS  
☎ 01689 870519

✉ [admin@riverside.bromley.sch.uk](mailto:admin@riverside.bromley.sch.uk)

**Riverside Beckenham**

2 Hayne Road, Beckenham,  
Kent, BR3 4HY  
☎ 020 8639 0079

✉ [admin@riverside.bromley.sch.uk](mailto:admin@riverside.bromley.sch.uk)

**Riverside West Wickham**

Hawes Lane, West Wickham,  
Kent, BR4 9AE  
☎ 020 3963 3590

✉ [admin@riverside.bromley.sch.uk](mailto:admin@riverside.bromley.sch.uk)

**Riverside Phoenix**

40 Masons Hill  
Bromley, Kent, BR2 9JG  
☎ 020 3837 1020

✉ [admin@riverside.bromley.sch.uk](mailto:admin@riverside.bromley.sch.uk)

June 2026

Dear Applicant,

Thank you for requesting an application for the Midday Meals Supervisor vacancy at Riverside School. Please note that the application form requests you to submit information in support of your application on your skills and experience.

This is an important role providing support to our pupils during the lunchtime period.

**Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder will be required to adhere to the school's safeguarding procedures and policies.**

All appointments will be subject to receiving satisfactory references; clearance on a full enhanced DBS check and satisfactory health clearance.

Application forms should be returned via e-mail or by post to the address below. Our job applicant privacy notice sets out what personal data Riverside School holds about you, how we collect and use it during and after the recruitment process. A copy of this can be found on our website.

Application forms should be returned via e-mail to [recruitment@riverside.bromley.sch.uk](mailto:recruitment@riverside.bromley.sch.uk).

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Yours sincerely,

Steve Solomons  
Headteacher





**RIVERSIDE SCHOOL**

Main Road, St.Paul's Cray, Orpington, Kent BR5 3HS

[www.riversideschool.org.uk](http://www.riversideschool.org.uk)

**Midday Meals Supervisor**

Salary Scale BR4 - Actual Salary £6,145 - £6,189

Pro rata 10 hours per week, 39 weeks per year.

Our special school (3-19 years), operating across four sites, provides the perfect opportunity to help build a better future for children with complex needs. Staff are employed by Riverside School and could be asked to work at any of our four sites. The hours are from 11:45am to 1:45pm, term times only. If you want to be part of a team providing support to enable our special pupils to reach their full potential, then we would like to hear from you.

Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to complete a DBS check application form and to gain health clearance.

***The closing date for applications is 11.59pm on Sunday, 21<sup>st</sup> June 2026, with interviews provisionally scheduled for the 1st July 2026.***

*For further details and an application form please visit the Working at Riverside section of our website [www.riversideschool.org.uk](http://www.riversideschool.org.uk); contact the School on 01689 870519 or by email to [recruitment@riverside.bromley.sch.uk](mailto:recruitment@riverside.bromley.sch.uk)*

**Previously shortlisted applicants need not apply.**

**LONDON BOROUGH OF BROMLEY  
RIVERSIDE SCHOOL**



**JOB DESCRIPTION**

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**Title: MIDDAY MEALS SUPERVISOR      Grade: BR4**  
**Reports to: Assistant Head Teacher**

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**MAIN PURPOSE OF THE JOB**

Responsible, under the direction of the Assistant Head Teacher or other nominated officer, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with the agreed practices and procedures. To assist with the setting up and clearing up of the dining hall, feeding of children and young people and to support their social, health and personal needs. To ensure pupils are happy, safe and engaged during lunchtime activities.

***TASKS***

**ORGANISATION**

- Undertake direct supervision of pupils in designated areas engaging with pupils to lead and encourage activities
- Assist with daily decisions on areas for pupil use, eg wet lunchtimes.

**RESOURCES**

- Be familiar with safe use of outdoor equipment.

**RESPONSIBILITIES**

- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- Leading play activities and interacting with pupils during lunch and play time.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help pupils in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to Assistant Head Teacher or Senior Staff.
- Set up and clear up the dining hall, clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety.
- To assist with children's feeding.
- To assist with children's social, health and personal needs.

## **Safeguarding**

Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

## **Equal Opportunities**

Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside community with dignity and respect at all times.

## **Health and Safety**

Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

This job description may be varied according to the requirements of the post.

**LONDON BOROUGH OF BROMLEY  
RIVERSIDE SCHOOL**



**PERSON SPECIFICATION**

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**Title: MIDDAY SUPERVISOR**

**Grade: BR4**

**Reports to: Assistant Head Teacher**

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**EXPERIENCE (Essential Requirements)**

General experience of working with and supervising children.

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**QUALIFICATIONS/TRAINING (Essential Requirements)**

Undertake training as appropriate, e.g., first aid, MAKATON

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**KNOWLEDGE/SKILLS (Essential Requirements)**

- Ability to work well with children and adults.
- An understanding of the needs of children with learning difficulties
- Willingness to participate in training/development opportunities, including undertaking VQ1 CACHE Award, or equivalent Basic Skills qualification, if not already held (desirable, not essential).
- An understanding of the school's procedures, particularly relating to first aid and medical emergencies.
- Ability to be a constructive team member, understanding school roles and responsibilities and own position within these.