



Belmont

Belmont, Mill Hill Prep  
Instilling values, inspiring minds

# Lunchtime Supervisory Assistant

## Candidate Information Pack



## INTRODUCTION

“The co-curricular programme engenders pupils’ interests as well as develops pupils’ knowledge, skills and understanding. This is a significant strength of the school.”

— ISI Inspection 2024

**We are seeking a confident and kind colleague to help supervise the pupils during breaktime and lunchtime.**

**Closing date for applications: 9.00am on Thursday 18 June 2026.**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

### Key facts about the school:

#### Contract Type

PERMANENT, TERM TIME ONLY

#### Benefits

LUNCH PROVIDED

#### 10 Miles

FROM CENTRAL LONDON  
WITH EASY ACCESS TO MILL  
HILL EAST TUBE STATION

#### Part of

MILL HILL EDUCATION  
GROUP

#### Hours

10AM-2:30PM

# THE SCHOOL

## **Belmont, Mill Hill Prep**

Belmont is the co-educational preparatory day school to Mill Hill School. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

## **A part of the Mill Hill Education Group**

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



# JOB DESCRIPTION

## **Reporting to the Assistant Head (Operations)**

We are seeking a Breaktime and Lunchtime Supervisory Assistant to supervise pupils, during the break and lunch period, in the dining hall, playground areas and school premises, ensuring the health and safety, welfare, and physical well-being of pupils. The maintenance of good order and discipline under the direction of the Assistant Head (Operations).

## **Description of Duties:**

### **Playground Duties**

- To ensure pupils are adequately dressed for the weather conditions when going into the playground
- To challenge any strangers who may enter the school premises and report immediately to a member of the Senior Team
- To monitor the behaviour of pupils in the playground, ensuring their safety and well-being, being aware of changes in friendships and providing emotional support where necessary
- To lead on playground games and activities, encouraging socialising and play (particularly for Lower School children)
- To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance), reporting incidents to a member of the Senior Team according to severity of incident
- To discourage any dangerous activities
- To supervise the orderly delivery of snacks during first break and to encourage the children to take care of the school environment and to put litter into bin

### **Dining Hall Duties**

- To organise entrance/exit of pupils to the dining hall, their seating arrangements and the dinner queue, ensuring good behaviour
- To ensure that pupils have visited the toilet and washed their hands before going to the dining hall for lunch
- To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance), report incidents to senior staff /class teacher according to severity of incident

- To encourage and assist pupils to eat their lunch, providing special attention that certain pupils may need, any special dietary needs with special needs or disabilities
- To alert the catering team to clean up spillages when food is spilt or dropped and dealing immediately to spillages which are hazardous to pupils/staff
- To deal with body spillages in the dining hall in accordance with the school's health and safety procedures and to support pupils appropriately, e.g. providing clean clothing, seeking medical assistance from School Nurse
- To have shared responsibility with teachers for the maintenance of order and discipline in the dining hall

### **Other Duties**

- To supervise pupils on the school premises (hall and classrooms etc); movement of pupils on stairs and through corridors, when they are not allowed outside in inclement weather
- In inclement weather to supervise "wet play" as directed
- To be aware of the cultural differences of pupils and of the school's policies on equal opportunities, especially with regard to racism and sexism. To deal with any incidents of racism and sexism in accordance with the school policy
- To ensure that all pupils who suffer any injury/ accident are dealt with appropriately in accordance with the school's agreed procedures
- Ensure that you are a positive role model for the children and other staff
- To adhere to all the school's policies, e.g. procedures on child protection and health & safety
- To pass on any concerns or incidents to form tutors/ heads of year/senior team members at the end of duties following the school's procedures
- Actively participate in any appropriate training when required

# PERSON SPECIFICATION

## Essential requirements

### Abilities, Skills and Knowledge

- Ability to work as part of a team, form good relationships with other colleagues to ensure effective break time and lunchtime supervision
- To be able to form good relationships with the pupils
- Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents
- To be able to take charge of groups of children, setting and maintaining acceptable behavioural standards
- To be able to engage the pupils in play
- To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents
- Ability to stay calm and be patient and understanding when dealing with the children
- To be able to deal fairly and consistently with the children
- Good communication skills
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To be willing to engage in further training to develop skills



# HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Thursday 18 June 2026**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



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**millhill.org.uk/belmont**

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Mill Hill Preparatory School  
The Ridgeway  
Mill Hill Village  
London NW7 4ED

020 8906 7270  
**millhill.org.uk**

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