



Croydon High School

for girls aged 3-18yrs

GDST
GIRLS' DAY SCHOOL TRUST

LUNCHTIME ASSISTANT

Fixed term contract

Required as soon as possible

7.5 hours per week

Monday to Friday between the hours of 11.45am to 1.15pm

Term time, with 5 additional days to be worked during school closure periods for the academic year 2025-2026

GDST Support Grade 1

£4,595pa pro-rata (£27,825pa full-time equivalent)



Information for applicants

Information for applicants

www.croydonhigh.gdst.net



The School

As part of the GDST (Girls' Day School Trust), a family of all girls' schools across England and Wales, Croydon High School is an exceptional independent day school for girls aged three to 18. It was the first 'all-through' GDST school and has a proud history of providing outstanding education for girls stretching back to 1874.

Our purpose-built campus in Selsdon, South Croydon, accommodates both the Junior and Senior Schools, as well as a sports' centre, on a sloping site of over 20 acres, three miles from the centre of Croydon. Bright, large classrooms are served by wide corridors and offer a superb learning environment.

Proud of its heritage, Croydon High School is also firmly focused on the future. Staff are supported by a Senior Leadership Team, under Head Annabel Davies, who consistently strive to move the School forward preparing girls to meet the challenges of the modern world.

Our staff are dedicated, inspirational and they love their work. Relationships between the staff and girls are supportive, proactive, and warm. We pride ourselves on managing the balance between offering challenge and supporting each girl to be the best version of herself that she can be.

The School is a community where every girl is valued. We tailor our approach in line with our mantra, *Every Girl, Every Day*, to ensure that we offer an exceptional education where everyone can aspire without limits. We want every girl to enjoy a learning experience – every day – that inspires her ideas, stimulates her curiosity, and motivates.

Croydon High is made up of pupils from a broad and culturally diverse range of backgrounds and the school recognises and hugely values the positive impact this has on all who work, teach and learn here. To support and enhance the educational and pastoral provision for all our pupils, we are fully committed to a recruitment policy in which job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion, or belief.

"Your kindness, hard work and dedication ensured that I have had a wonderful year at school."

Thank you card to form tutor



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Organisational structure

The Girls Day School Trust

The GDST owns and operates 24 independent girls' schools and sponsors two academies, delivering innovative learning to girls. From nursery, primary and prep school, throughout secondary school and Sixth Form, they learn in an environment where every girl thrives.

A Council of Trustees is legally responsible for the GDST's strategic direction, its activities and has oversight of the organisation. This includes ensuring financial viability and control, the safety and welfare of pupils, and the realisation of their duties as employers of all GDST staff.

Whether you are looking for a teaching or support role you will not only belong to a successful school, but also be part of the GDST network of valued and essential colleagues from a wide range of backgrounds. The GDST is committed to diversity, inclusion, and real change: a family where every individual is valued, respected and included.

The School Governing Body

Under the GDST governance arrangements, each GDST school is supported by a SGB who plays a valuable role in providing a high-quality education for our girls.

The SGB for Croydon High offers guidance, advice and critical oversight, bringing expertise from their varied areas of specialism. They support the Head and help the School to foster the excellence for which it is renowned in the local area.

The School Senior Leadership Team

Croydon High is managed and run by a Senior Leadership Team; including the Head of Junior School, Director of Philanthropy and External Relations, and Director of Finance and Operations alongside the academic leaders of the Senior School.



“Croydon High School is a great school to teach in and I have seen a lot of kindness in action in the past eight years that I have been here. I always feel well supported and empowered to have high aspirations for myself and my pupils.”
Junior School staff member

“Croydon High’s way – and the GDST way – is so exactly representative of an ideal workplace, in my mind. The way Croydon High is concerned for mental and physical wellbeing of pupils AND staff, the way you’re open to change, the way you’re welcoming to everyone from any and all backgrounds, the way you encourage healthy discussions around accountability and how to make progress and improve... Working in this kind of environment is a dream.”
Senior School staff member

Information for applicants

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Croydon High Junior School

We are seeking a reliable individual to supervise Junior School pupils during their lunch. You will supervise pupils in the dining hall as well as indoor/outdoor play, encouraging good behaviour, healthy eating, and positive play during the lunchtime period.

In the Junior School we strive to support all our pupils while they become the best version of themselves. We encourage uniqueness, so there is no ideal that pupils need to model themselves on, nor any set formula for their interests and passions; they need only approach learning opportunities with curiosity and commitment. In everything that we offer, we have each pupil's future in mind. This starts at Nursery and Reception and will carry on through their time with us, providing each pupil with essential skills for their future. Visitors to our school often comment on how relaxed and happy the pupils are in their school environment. This is an aspect we are keen to maintain as it is the most important element of what we do. Happy pupils who are comfortable talking to our staff about their work, their ideas and their concerns are best placed to learn.

Working at Croydon High

As part of the GDST we offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Extensive professional development opportunities
- Training grants for obtaining further qualifications
- Access to the GDST central training and development programme
- Generous pension schemes
- Life assurance benefit
- Free school lunches
- Up to 50% discount on fees for children at GDST schools
- Interest free loans for training, computer purchase or season tickets
- Cycle to Work scheme
- Employee Assistant Programme
- Retail and lifestyle discounts
- Financial guidance and support
- Competitive terms and conditions of employment

There are, however, many more good reasons to work with us.

How to apply

[CLICK HERE TO APPLY](#)

Closing date for applications: 12.00pm noon, Friday 5 September 2025. Interviews expected to take place the following week. The school reserves the right to appoint at any stage during the recruitment process.

We are an equal opportunity employer and welcome applications from all qualified individuals. The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

To be eligible for employment, candidates must provide proof of their right to work in the UK.

Safeguarding

Croydon High is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches and checks with past employers and the Disclosure and Barring Service. A copy of our School Safeguarding and Child Protection Policy (CHS) and Whole School Recruitment, Selection and Disclosure policy (including employment of ex-offenders) can be found [here](#) on our website.

Information for applicants

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Job description

Role	LUNCHTIME ASSISTANT (Junior School)
Job Purpose	To supervise pupils during their lunch in the dining hall and supervise safe indoor/outdoor play, encouraging good behaviour, healthy eating, and positive play during the lunchtime period.
Accountable to	The Head of Junior School
Accountabilities	<ul style="list-style-type: none">• To accompany the designated Reception, Key Stage 1 or Key Stage 2 pupils to their dining areas in a controlled and orderly fashion.• To supervise pupils while they are collecting and eating their lunches.• To assist pupils who may need their food cut-up, etc.• To supervise pupils while they return to classrooms to collect coats before going to the playground.• To remain on duty in the playground supervising outside (or indoor depending upon the weather) activities, until the end of lunchtime when the bell is rung, pupils line up and are sent into school class by class for afternoon lessons.• To keep in mind the welfare and safety of pupils at all times.• To report any accidents/liase with a first aider as necessary.• To report any concerns about pupils to a full-time member of staff.
General requirements	<p>All School staff are expected to:</p> <ul style="list-style-type: none">• Work towards and support the school vision and the current School objectives outlined in the School Development Plan.• Contribute to the School's programme of co-curricular activities.• Support and contribute to the school's responsibility for safeguarding students.• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.• Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.• Engage actively in the performance review process and training and development opportunities available.• Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST guidance and communications.• Undertake other reasonable duties related to the job purpose required from time-to-time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

Ability to empathise with the needs of children	Essential
To have a calm gentle manner, but firm and friendly attitude towards pupils	Essential
To be flexible and responsive to individual pupil needs	Essential
Good organisational skills and an ability to use own initiative	Essential

Knowledge

Knowledge of appropriate First Aid procedures	Desirable
Knowledge of safeguarding	Desirable

Experience

Experience of working with and interacting with children	Desirable
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Attitudes/Approach

Punctual and reliable	Essential
Have a positive attitude	Essential
To be professionally discreet and to maintain confidentiality on all school matters	Essential
A willingness to adopt a flexible approach to all directed tasks	Essential
To maintain school rules and behaviour around the school	Essential
To have a high expectation of behaviour and conduct	Essential
The ability to work effectively as part of a team with other colleagues and share responsibilities	Essential
Willing to undergo safeguarding training	Essential





Croydon High School, Old Farleigh Road,
Selsdon, South Croydon CR2 8YB

Head: Ms Annabel Davies

Head of Juniors: Miss Sarah-Jane Pendleton

www.croydonhigh.gdst.net

Juniors

Tel: 020 8260 7508

Email: juniors@cry.gdst.net

Seniors & Sixth Form

Tel: 020 8260 7500

Email: seniors@cry.gdst.net



Croydon High School

for girls aged 3-18

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GIRLS' DAY SCHOOL TRUST

The Girls' Day School Trust is a Limited Company. Registered in England No. 6400
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