Friends' School Lisburn
Post of Supervisory Assistant (Break and Lunch)
Information for Applicants

1 Five documents are included for candidates in the Application Pack:
- Information for Applicants
- Job Description
- Personnel Specification
- Application Form
- Equal Opportunities Monitoring Form (Online Form)

2 Applications will be acknowledged by email and invitations to attend interviews will be sent by email.

3 Completed applications should be emailed to **recruitment@friends.lisburn.ni.sch.uk** by **12 noon on Friday 4 December 2026**. Only applications on the school's official form will be considered.

4 The Equal Opportunities Monitoring Form should be completed **here** by **12 noon on Friday 4 December 2026**.

5 Canvassing disqualifies

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.

Friends' School Lisburn
Supervisory Assistant (Break and Lunch)

General Information

Friends' School Lisburn is a co-educational, Voluntary Grammar School, with an enrolment of 1150 at post-primary level and a further 165 in the Preparatory Department and Pre-Prep. The school was founded by the Religious Society of Friends in 1774 and celebrated its 250th anniversary last year. To mark this milestone, the school opened two legacy projects, an activities trail and an outdoor performance space, and run a programme of events for the wider school community. Friends' has also been granted significant capital funding to develop the school buildings, which will enable the school to enhance provision for future generations.

The school is set in 20 acres of mature grounds and enjoys excellent facilities. The oldest building on site is the listed Middle House, which dates from 1880 and which was refurbished in 2015. In the last decade, two floodlit Astroturf hockey pitches have been laid and a state-of the art Maths and Music block has been constructed. Friends' has also been granted significant capital funding from the Department of Education which will enable the school to continue to enhance provision for future generations of pupils.

The school ethos, which is rooted in its Quaker heritage, places an emphasis on the value of each individual and encourages a sense of service to others. The acronym ASPIRE is used to promote the values of Adventure, Sustainability, Peace, Integrity, Respect and Equality, which are based on the Quaker testimonies and are central to the school's identity.

The school offers an extensive enrichment programme, not only in sport, music and the arts, but also in a range of other activities.

Friends' School Lisburn
Supervisory Assistant (Break and Lunch)
Job Description

Hours: Monday to Friday 10.15am – 2pm, term time only.

Responsible to: The School Principal through the Bursar

Rate of Pay: NJC scale Points 5-8 (currently £13.62 per hour - £14.29 per hour)

Duties: Supervision of school pupils and maintenance of discipline of those pupils on school premises during morning breaktime and lunchtime.
Specifically:

1. Assisting in the supervision of pupils in those areas of the school (this will include the Dining Hall, other parts of the school buildings and outdoor areas) as designated by the Bursar in order to ensure that Health and Safety regulations and school rules are enforced.

2. Dealing with minor problems, accidents and sickness as necessary and reporting any serious incident to the teacher in charge.

3. Supervising pupils consuming meals and packed lunches including –
    a) The movement of pupils between classrooms and dining room where necessary;
    b) The supervision of queues, seating arrangements and circulation of pupils to/from service points;
    c) Supervising the conduct of diners.

4. Being responsible for:
    a) Operation of tills at break time and lunch time;
    b) Enforcement of revenue protection measures;
    c) Distribution of meals within dining hall;
    d) Assist pupils as necessary;
    e) Clear up spillages, ensure tables are cleared, removal of litter;
    f) Assist with clearing up after break time in pupil recreational areas;
    g) Setting up tables for packed lunches in designated areas;
    h) Other appropriate duties as required

Personnel Specification

Lunchtime Supervisory Assistant

		CRITERIA
Experience and Qualifications	**Desirable**	i) Previous experience of working with children in a school setting ii) 5 GCSEs (at A* – C) or equivalent iii) NVQ in an appropriate subject
Inter-Personal Skills	**Essential**	i) Strong communication and organisational skills ii) The ability to work as a member of a team
Specific Aptitudes and Abilities	**Essential**	i) Able to demonstrate an empathy with, and understanding, of young people (aged 4 –19) ii) Willingness to undertake training as required for the post

The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a short list.