



## **HOLMEWOOD HOUSE SCHOOL**

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB  
Telephone: 01892 860000 Website: [www.holmewoodhouse.co.uk](http://www.holmewoodhouse.co.uk)



### **Lunchtime Assistant (Prep School)**

#### **About Holmewood House School**

Holmewood House is a prestigious independent Prep School of 440+ pupils aged 3-13 years, set amidst 30 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

For further information about Holmewood House please visit our website [www.holmewoodhouse.co.uk](http://www.holmewoodhouse.co.uk)

## **The Role**

We have an opportunity for two enthusiastic Lunchtime Assistants to join our Prep School team to provide support and care to children during the lunchtime period.

For candidates seeking more hours there may be the opportunity to combine this with the [Coffee Shop Operative role](#) which is also advertised on the Holmewood House website.

**Reporting Line:** Catering Manager

## **Requirements**

We're seeking Lunchtime Assistants to work the following pattern of hours:

- 1) 11.30 -2pm Thursday and Friday (5 hours per week)
- 2) 11.30 – 2pm Monday – Friday (12.5 hours per week)

These hours are term time only including staff Inset and training days.

## **Roles and responsibilities**

- Providing support to children during lunch, including serving meals and promoting positive behaviour.
- Ensuring the lunch areas are clean and tidy before, during and after lunch.
- Setting up and clearing up equipment during lunch time.
- Liaising with children/catering team/staff

## **Key attributes for the role**

- Confidence, enthusiasm and a passion for learning and working with children.
- Excellent communication skills with both adults and children.
- The ability to build good working relationships with children
- The ability to promote positive behaviour in a nurturing environment is essential.
- Previous experience in supervising children would be beneficial.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the role the list is not exhaustive and the successful candidate will be required to undertake different

tasks as necessitated to meet the changing needs of the school environment and the professional development of staff. This job description may therefore be subject to amendment.

## **Salary**

£10 per hour

## **Pension & School Benefits**

In addition to a competitive salary, the successful candidate will be offered a range of benefits including an employer contributory pension, free parking, term time only working and free lunch/refreshments.

## **Start date**

For immediate start.

## **Offer**

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

## **Safeguarding**

Holmewood House is committed to promoting and safeguarding the welfare of children. All staff are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

## **Application**

If you wish to be considered for this role, please complete an application form and email to: [recruitment@holmewoodhouse.co.uk](mailto:recruitment@holmewoodhouse.co.uk)

CVs can also be submitted as supporting information to the application form.

If you would like more information on the role or require a hard copy application form please contact Stef Parnell on 01892 860000.

