JOB TITLE: LUNCHTIME PLAYGROUND SUPERVISOR

ST CHRISTOPHER'S SCHOOL
INFORMATION FOR CANDIDATES

Role commences: As soon as possible



ST CHRISTOPHER'S
SCHOOL AND NURSERY, EPSOM







ST CHRISTOPHER'S SCHOOL

St Christopher's School & Nursery in Epsom has been providing an exceptional start to children's education for over 85 years. Founded in 1938, the school has built a reputation for offering children from 2 to 7 years old a joyful, nurturing and inspiring first experience of learning. Today, St Christopher's is a modern, forward-thinking, non-denominational school where strong traditions sit alongside innovation.

The school is located close to Epsom Downs, with bright classrooms, specialist teaching, a dedicated Nursery, gardens, and well-equipped outdoor play areas. Its location offers the best of both worlds: a peaceful suburban setting within easy reach of London and the Surrey countryside.

St Christopher's is now part of the Reigate Grammar School (RGS) family, having joined the group in May 2025. The RGS family is a community of exceptional schools in Surrey and internationally, united by shared values, high aspirations and a commitment to helping every child flourish.

The school is a member of the Independent Schools Association (ISA) and has been recognised nationally, previously winning Junior Independent School of the Year and annually wins national art competitions. It has also recently won the award for 'Independent Pre-Prep of the Year 2025' and was a finalist for the ISA award for 'Excellence and Innovation in Early Years'. The School aims to ensure that they support families in finding the best fit junior school for their children. Children leave at the end of Year 2 ready for a seamless transition into one of the RGS family prep schools or a range of other leading junior schools, both independent and maintained.

There are around 140 boys and girls across Nursery, Reception, Year 1 and Year 2. Small class sizes and specialist teaching in subjects such as Music, French, PE and Forest School ensure that children receive personalised support and challenge, fostering curiosity and a genuine love of learning. Pastoral care is central, with staff knowing each child as an individual and helping them to grow in confidence, resilience and kindness.

St Christopher's believes in educating the whole child. Academic rigour is complemented by a vibrant enrichment programme, including forest school, drama, music ensembles, productions, art, and a wide choice of clubs. Outdoor learning and play are highly valued, with children benefitting from regular exploration in the school's outdoor space. Sport is an important part of life, and all pupils enjoy access to PE and physical activity that promote teamwork, fitness and enjoyment.

Creativity and performance play a leading role. Concerts, assemblies, productions and art exhibitions allow children to share their talents with families and the wider community. The school's close-knit ethos ensures that children develop both confidence and compassion, preparing them for the next stage of their education and for happy, fulfilled lives.

At its most recent inspection, the school was rated "Excellent in all areas," reflecting the outstanding teaching, pastoral care and breadth of opportunities available. Parents consistently praise the family-like atmosphere, the school's emphasis on values, and the strong foundations laid for future success.

"Pupils make excellent progress throughout the school. By the time they reach Year 2, they achieve at high levels compared with pupils of the same age nationally, because of a carefully planned broad and challenging curriculum in line with the school's aims, together with highly effective teaching." - ISI Inspection 2023





JOB DESCRIPTION

Main purpose of the job:
To assist in promoting a safe and happy play environment for all children at St Christopher's, whilst supporting the development of their Personal, Social, and Emotional Development.

Responsible to:
The post holder is responsible to the Senior Management Team and will work closely with teaching assistants, key workers, and our admin team. The post holder will interact on a professional level with all colleagues and seek to establish and maintain productive relationships with pupils, parents, and support staff, including outside agencies.

Responsible for:
Supervising the lunch play of Reception, Year 1 and Year 2, alongside other staff members.

Hours:
12.10pm – 1.40pm Monday - Friday term-time only

Duties:
- Work as part of a team to initiate and develop a range of inclusive and stimulating play opportunities (including indoor in wet weather) for all children and to participate in the delivery of these play opportunities as required.
- To introduce and model exciting games to play.
- Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime.
- To promote development of the children's Personal, Social and Emotional Development by talking through and helping the children solve playground disagreements.
- At all times to work within the school's policies with regard to: Behaviour Management /Equal Opportunities/ Safeguarding/Health & Safety/Anti-Bullying/ Confidentiality.
- To guide and support the children in tidying away the equipment at the end of lunch play.
- Supervise children to line-up in their classes at the end of lunchtime.
- To administer basic First Aid and write up the accident slips in readiness for the office to email home.
- To liaise with the class teacher regarding any concerns about individual children at the end of each session; and make appropriate records.
- Attend and participate in team meetings, supervisions, training and insets as required.
- To meet weekly with the Senior Teacher to discuss the organisation and structure of the lunch play.
- Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the Senior Teacher or Premises Manager
- Any other duties as deemed reasonable by the Headteacher.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.





FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff at St Christopher's School are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send with a supporting statement to Dawn Holmes as soon as possible and by 9.00am on Friday 4 December 2026 at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

St Christopher's School is located in the historic market town of Epsom, well known for its green open spaces, thriving town centre and the world-famous Epsom Downs Racecourse. The town combines excellent amenities, including independent cafés, restaurants, and shops, with easy access to beautiful countryside. Epsom has regularly been recognised as one of the best places to live in Surrey, offering a strong sense of community, outstanding recreational facilities, and excellent transport links into London and the wider region.

By Road
St Christopher's School is situated just 10 minutes walk from Epsom town centre. The most direct route is via the M25. Exit at junction 9 and follow the A24 north towards Epsom. The school is located on Downs Road, within a short distance of the town centre and Epsom Downs.

By Rail
Epsom station provides frequent mainline services into London Waterloo, London Victoria, and London Bridge, as well as routes to Guildford, Horsham and Dorking. The station is within easy reach of the school.

By Air
Gatwick Airport is approximately 30 minutes away by road, while Heathrow Airport can be reached in around 40 minutes. Both offer frequent domestic, European and international flights.

