



West Lodge School

A co-educational prep school for 3-11 year olds

Post Title: Midday Supervisor

Post Location: 36 Station Road, Sidcup, Kent, DA15 7DU

Position Status: Permanent

Contractual Hours: 5 hours per week (12:30pm – 13:30pm)

Contractual Weeks: Term time only + 28 days' annual leave during school holidays

Salary: £13.13 per hour (c£2,631pa)

Post Start Date: May 2025

Closing Date: TBC

About West Lodge School

West Lodge School is a non-selective independent preparatory school with small class sizes, a reputation for high standards and a family ethos.

West Lodge is an enjoyable place to work where there is an emphasis upon teamwork, which ensures we maintain our friendly and positive atmosphere. Caring for the well-being of the individual, both child and adult, is central to the success of our school.

For further information about the School please visit the school website: www.westlodge.org.uk

Your Opportunity

We are seeking to appoint a highly effective, caring, enthusiastic Midday Supervisor to join our friendly and supportive team. We hope to find a candidate with a proven track record of working with primary aged children.

The position is for 5 hours per week and primarily involves supervising pupils in the playground. This role is ideal for a local resident / retiree.

Benefits include:

- Private Pension Scheme
- 28 days Statutory Annual Leave (pro-rata for part-time)
- Free school lunch
- Relevant Continuous Professional Development (CPD) opportunities

To apply for this vacancy please click on the link 'Download Application Form' under the Downloads heading below. This will open the relevant application form which once completed may be electronically submitted by emailing to the following mail box bursar@westlodge.org.uk. Alternatively, paper applications can be sent directly to the school at the address below:

If you wish to discuss the post further, please contact Mrs C Whyte (Bursar) on 020 8300 2489

westlodge.org.uk

Robert Francis BEd (Hons)
Head Teacher
36 Station Road
Sidcup
DA15 7DU

T: 020 8300 2489
E: office@westlodge.org.uk



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Your Application

To apply for this vacancy please complete the application form, available to download from our website, paying particular attention to Section 4 of the form, to indicate how you satisfy the criteria set out in the Person Specification. You will also be required to complete and return a Self-Disclosure form with your application. CVs will not be accepted. Applications should be submitted via email to bursar@westlodge.org.uk. Alternatively, paper applications should be sent to West Lodge School 36 Station Road, Sidcup, Kent, DA15 7DU. The closing date for applications is as stated above.

References will be requested for those shortlisted only and prior to interview.
Only those shortlisted for interview will be contacted.

Recruitment checks

As part of the safeguarding checks please note that shortlisted candidates are asked to provide:
apply for an enhanced Disclosure Barring Service (DBS) check
account names / usernames of all their social media accounts, including any under a nickname;
Any websites you are involved with, in or featured on;
Any other publicly available online information about you of which the school should be made aware.

You are not required to provide account passwords or to grant access to private social media accounts.
If you are not shortlisted for the role, online searches will not be carried out.

West Lodge School is committed to equality and diversity in employment practice and service delivery.

westlodge.org.uk

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