



# St Mary & St Thomas

Church of England Primary School

Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)

Headteacher: Mr Nathan Pow BA (Hons)



**Job Title:** Midday Supervisor

**School:** St Mary & St Thomas Church of England Primary School, part of Three Saints Academy Trust

**Grade:** Scale 1 (SCP 2-3)

**Contract:** Permanent

**Contract Hours:** 5 Hours Per Week (Term Time only)

**Working Pattern:** Monday-Friday, 1 hour a day

**Salary:** FTE: £23656-£24027 (paid 43.6 weeks per year = £2673 per annum)

**Start date:** As soon as possible

## About the Role

St Mary & St Thomas CE Primary School is seeking an enthusiastic, self-motivated, and reliable Midday Supervisor to join our dedicated team. The ideal candidate will possess excellent communication skills and demonstrate a strong ability to work collaboratively as part of a team, as well as independently.

In this role, you will be responsible for ensuring the safety, welfare, and positive engagement of our children during their lunchtime break, both in the dining area and on the playground. While previous experience in a similar role is desirable, it is not essential as comprehensive training will be provided.

## Main Duties

As a Midday Supervisor, your responsibilities will include:

- **Supervision:** Ensure the welfare, security, and good conduct of children during the midday break, upholding the expected standards of school discipline.
- **Dining Management:** Oversee dining arrangements, ensuring hygiene standards are maintained. This includes assisting with toileting, promoting hand washing, cleaning spillages, and modelling good table manners.

**Believe, Achieve, Shine**



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- **Inclusion Advocacy:** Promote inclusion and acceptance among all pupils, fostering a supportive environment for everyone.
- **Positive Role Modelling:** Encourage a positive ethos by modelling attributes such as self-esteem, independence, and respect.
- **Pastoral Support:** Provide pastoral care and support to pupils, ensuring their emotional and social needs are met.
- **First Aid Administration:** Administer basic first aid as appropriately trained, including recording minor accidents and ensuring serious incidents are reported to the First Aider.
- **Team Collaboration:** Work effectively as part of a team, appreciating and supporting the roles of colleagues.
- **Professional Development:** Engage in personal development through training and other learning activities to enhance your skills.
- **Participation in Meetings:** Attend and contribute to meetings as required, sharing insights and ideas.
- **Policy Compliance:** Adhere to school policies and procedures related to child protection, health, safety, security, confidentiality, and data protection. Report any concerns to the appropriate personnel.
- **Support for Diversity:** Ensure that all children have equal access to facilities and feel valued, respecting their diverse social, cultural, linguistic, religious, and ethnic backgrounds.

**Note:** You may be required to undertake additional duties and responsibilities as assigned, which are commensurate with the grade of the job.

## Join Us!

If you are passionate about making a positive impact on children's lives and contributing to a supportive school environment, we would love to hear from you. Apply today to become part of our vibrant school community!

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

The application form is attached to the email sent out. CVs will not be accepted.

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## Application Process:

**Closing Date & Short-listing:** Thursday 11 September 2025 @ 9am

**Interviews:** w/c 15<sup>th</sup> September 2025

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working within the trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

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