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**Lunch Time Supervisor**

**Recruitment Information Pack**

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**East Whitby Primary Academy**

**C.A.N. (Collaborate, Achieve, Nurture)**

East Whitby Primary Academy is both a caring and nurturing environment where we help all our pupils aim high.

The behaviour of pupils is outstanding. What marks it out as being beyond good, is how considerate pupils are towards each other and how they remind each other of how to behave without having to be prompted by adults.

Pupils are taught the virtues of kindness, appreciation and what it means to be courageous. Special care is taken to educate everyone in the East Whitby community about the needs of others and how best to meet them.

We foster open and honest communication with parents, carers and specialists and actively seek to engage with all members of the East Whitby community in a positive supportive manner. High quality teaching is a key priority at East Whitby and the relationship between staff and children underpins inspirational, supportive and effective teaching and learning.

Staff are actively involved in identifying their support and training needs and this leads to careers with clear progression. We ensure that there is a wide range of quality training available and that staff are able to learn from each other and share good practice.

It is our aim for all children to leave East Whitby as confident learners with self-belief and an abiding respect for others. We aim to instill a lifelong love for learning and a strong grounding for future success.

**We promote achievement by:**

* Holding the highest expectations for all
* Striving for every child to make the very best possible progress
* Being restless in our pursuit of excellence
* We develop as confident and independent learners by:
* Providing learning which excites passion and curiosity.
* Embracing challenge and not giving up
* Trying our best without fear of failure
* Speaking knowledgeably about our strengths and areas of improvement
* We value supportive and positive relationships by:
* Bringing out the best in each other
* Showing pride in one another’s achievements
* Creating strong partnerships between home, school and the wider community
* We appreciate others by:
* Valuing and respecting the rights of others
* Making sure everybody feels listened to
* Promoting good manners and caring attitude

## Application Process

The closing date for all applications is **Noon Monday 22nd September 2025.**

Interviews will take place on **Wednesday 24th September 2025**.

To apply, please complete the online application form on the [Enquire Learning Trust website.](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fenquirelearningtrust.org%2Fjob-vacancies%2Feast-whitby-lunchtime-supervisor&data=05%7C02%7Cchloe.bullen%40northyorks.gov.uk%7C8be56664234e4825ae0c08ddf06716bd%7Cad3d9c73983044a1b487e1055441c70e%7C0%7C0%7C638931048096771378%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=5tIr6URHoGeCxZ%2BsnOPmTuT0pWQGJcmLH8Dh9UKxL7o%3D&reserved=0)

**Queries / Visits**

Please contact Chloe Bullen on 01609 536 964 or via chloe.bullen@northyorks.gov.uk

Chloe has been engaged to support us with recruiting to this exciting opportunity.

Please email to book a visit, note that our candidates may be in attendance at the same slot.

**When applying please take into account the following:**

**Employment History:** In line with KCSIE requirements, please complete your **full** employment history to ensure any gaps in your education and career history are accounted for.

**Suitable References:** When completing your application, please provide two employment referees. Generally, this should be your current and most recent Headteacher or line manager. Please note if your former Headteacher or line manager has since left, please use an alternative current senior staff member as they need to be in post at your former location to be able to confirm your details in full.

Unfortunately, we cannot accept personal references or personal email addresses.

Please get in touch for any queries if you are unsure.

**Supporting Information:** The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the job description & person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.



**Job Description**

**Lunch Time Supervisor**

**Job Reference:** ELTSEP2504

**Grade:** SCP 2 - £12.65 per hour

**Hours:** 6.25 hrs per week – Term Time Only

**Reporting to:** Principal / Academy Business Manager

**Job Purpose**

* + To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.
	+ To contribute as required to the academy’s aims and objectives of developing standards in teaching and learning, and improving pupil achievement.

**Main Duties**

* + Supervise the dining room, playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.
	+ Assist with the removal of food and equipment once pupils have eaten their lunch.
	+ Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
	+ Organise games and activities for pupils where possible.
	+ Promote healthy eating.
	+ Observe a child or young person’s behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
	+ Resolve minor disputes between pupils.
	+ Assist in the supervision of other activities during the lunch time break, including setting out and storing equipment.
	+ Ensuring that the environment is clean and clear from slip hazards in the dining area.

**General Support**

* + Provide support and encouragement to children and young people.
	+ Be aware of and comply with all Trust/Academy policies.
	+ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
	+ Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
	+ Earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times.
	+ Support catering staff where needed.

**Working as part of a Team**

* + Share information, working practices, skills, experiences with colleagues
	+ Listen and be open to the views of others
	+ Actively work to develop and maintain positive relationships with people and children
	+ Develop a working environment and culture which actively improves the Health and Safety and security of self, people and their belongings
	+ Communicate effectively with all staff, pupils, families and carers.

**Additional Responsibilities**

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the school and commensurate with the grading of the post.

**Safeguarding**

All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff and adults within School, as well as members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

**Health and Safety**

All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance within our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

**Customer Care**

Enquire Learning Trust are committed to providing the very best of homemade food and delivering a focused service to our customers. All staff employed within the organisation are expected to treat pupils and staff with respect at all times during their contact throughout services we provide.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential / Desirable** | **Method of Assessment** |
| Experience of working in a childcare setting | D | Application, Interview |
| Decision making when to intervene to prevent children injuring themselves or others  | E | Application, Interview |
| **Skills and knowledge** |  |  |
| Willingness and ability to obtain and/or enhance qualifications and training and development  | E | Application, Interview |
| Ability to manage challenging behaviour and when to refer to Principal | E | Application. Interview |
| Knowledge of basic hygiene procedures  | D | Application, Interview |
| Basic numeracy / literacy skills | E | Application, Interview |
| Appropriate knowledge of First Aid  | D | Application, Interview |
| Communication skills | E | Application, Interview |
| Team working skills | E | Application, Interview |
| Caring skills  | E | Application, Interview |
| **Attitude and Impact**  |  |  |
| Positive, friendly, nurturing and enthusiastic | E | Application, Interview |
| Keen to develop skills and knowledge |  |  |
| Flexible and reliable | E | Application, Interview |
| Able to use own initiative and maintain confidentiality | E | Application, Interview |
| Able to remain calm under pressure | E | Application, Interview |
| **Personal** |  |  |
| Enhanced DBS clearance | E | Pre-employment check |
| Eligible to work in UK | E | Application, Interview |

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

**Rehabilitation of Offenders**

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

**Policy Statement on the Recruitment of Ex-offenders (Source** [**www.gov.uk**](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders)**)**

1. As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.