



LUNCHTIME SUPERVISOR

Contract type: Permanent, part time - 5 hours per week (1 hour per day Monday-Friday)

Salary: Scale 1, Scale point 2 - £2,764.87 (FTE £24,413.00)

Location: Matchborough First School Academy, Matchborough Way
Redditch
B98 0GD

Closing date: Wednesday 25th March 2026

Start date: As soon as possible



Central Region
Schools Trust

Founded by the RSA

WELCOME TO MATCHBOROUGH FIRST SCHOOL ACADEMY

Matchborough First School Academy is a vibrant and ambitious learning community with a strong focus on outcomes for pupils, personal development and equality of opportunity to a wide range of exciting and motivating experiences. We aim to prepare our pupils to make the best of the potential they have and to succeed in all that they do.

Matchborough First School Academy provides a stimulating, well-ordered learning environment for our pupils, who benefit from our school facilities and grounds. Our curriculum is designed to provide flexibility and balance, so we can meet the needs of all our pupils and prepare them for success in the next phase of their lives. We are proud to be at the heart of the local community, working closely with our parents and carers.

As part of the Central Region Schools Trust, we work alongside a strong network of schools committed to excellence and collaboration, ensuring high-quality education that helps children become confident, curious, and compassionate.

We are looking for an excellent primary teacher to join our team at Matchborough First School Academy.



How to apply

We wish to appoint a committed, enthusiastic and excellent lunchtime supervisor to become part of our team and help support all our children to have a safe and engaging social lunchtime. The successful applicant will be someone with a strong commitment to improve the life chances of our children by treating all children as individuals, being willing to listen properly to their thoughts and feelings and placing their needs and safety at the heart of all we do. Our ideal candidate should possess a commitment to working with children, a willingness to be reflective, be committed to continual improvement through professional dialogue and exploration and enjoy working flexibly as part of a team.

To apply for this role, or for more information about this role, please email office2@matchborough.crst.org.uk. Tours of the school are available at various times and can be arranged via email.

Closing date for all applications is **Midday Wednesday 25th March 2026**.

We reserve the right to conclude the campaign ahead of schedule in the event of a high volume of applications

We also encourage applicants to visit our [School Website](#) and the [Central Region Schools Trust website](#).

Safeguarding Statement

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As part of our stringent recruitment process, all applicants undergo thorough child protection screening, encompassing checks with previous employers and an enhanced DBS disclosure, in strict alignment with the 'Keeping Children Safe in Education' guidelines, which also includes an online search for all shortlisted candidates.

At Central Region Schools Trust, we stand as proud advocates for diversity and inclusivity across all our schools, serving as an equal-opportunities employer and we encourage applications from individuals of all backgrounds and communities.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list.

Central Regions Schools Trust – Social Justice through Exceptional Schools’.

AIM HIGH AND SMILE





At Matchborough First School Academy we aspire to put our school values and behaviours into practice in our daily lives. The staff, parents and pupils selected our core values listed below.

Compassion: To show kindness and helpfulness towards others.

Honesty: To speak the truth and act truthfully.

Respect: To regard the feelings, wishes or rights of others.

Resilience: To use skills and strengths to cope and recover from problems and challenges.

Teamwork: To work cooperatively with others towards a shared purpose.

Independence: To understand and take responsibility for your own learning.

Each value is introduced during an assembly at the beginning of every new half term. The children are encouraged to think about and reflect on their behaviour and attitudes and how they can incorporate these values into their life at school, at home and in the wider community.

The final Whizz Kid assembly of each half term is a 'values' assembly. The teachers select their Whizz Kid by choosing a child who has shown that they understand and portray the value through their behaviour.



The History of our Trust

As a trust, we were founded by the Royal Society for the encouragement of Arts, Manufactures and Commerce, more commonly known as the Royal Society of Arts or the RSA. The RSA has a history of developing ideas and projects to improve people's lives, and our vision of 'social justice through exceptional schools' aligns closely with the social justice mission of the RSA. All our schools are improving in reputation, popularity, and quality of education.

Whilst we are now a DfE approved academy sponsor, recognising the collective strength of our trust and schools, we retain many programmes and partnerships from the original sponsorship. We have a strong school improvement force and now sponsor, in collaboration with the DfE and Regional Schools Commissioner, schools that will benefit from our structural, formal support. Our trust aims to influence the practice of our schools through the collaborative knowledge sharing we expect through our school improvement model and co-design structures.

We are outward facing, sharing, and learning from internal and external partners. Central Professional Learning, Research and Development (CPL,R&D) ensures the development of all employees at all levels of the organisation. We have developed excellence in central services, such as finance, HR, estates, which make a huge difference to our schools, not least by enabling Principals and staff to focus on delivery of excellence in teaching and learning. Teach Central, as part of CPL,R&D, recruits, and trains new teachers to the profession with a high level of success.

Our Mission, Vision, Strategic Objectives & Values

Mission: to promote opportunity and social justice for every child through exceptional schools.

Vision: As a trust founded by The Royal Society of Arts, our exceptional schools work together to create learning that is inspirational for all: igniting imagination and enabling creativity and curiosity which results in the highest achievement. People are valued and happy, developing their knowledge, attributes, skills and networks for success and fulfilment. In our empowered communities, everything is possible, and aspirations are high. Outcomes are highly impressive.

Strategic Objectives:

S01:Exceptional Learners

S02:Expert Professionals

S03:Excellence in Infrastructure, Systems and Places

S04:Empowered Communities and Lasting Partnerships

Values: Integrity, Excellence, Creativity, Community and Respect

Job Description

Job Title: Lunchtime Supervisor

Accountable to: TBC

Salary: TBC

Core purpose of the post

- To ensure the safety, general welfare and conduct of pupils during the lunchtime period.
 - Assist school and catering staff with basic cleaning and general duties in and around dining areas.
 - To support with the children's lunchtime activities and encourage well-structured and safe play
- Key

Accountabilities:

- To supervise pupils in designated areas of the school during lunchtime and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the Trust safeguarding and child protection policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually, and leaders reserve the right to alter the content of this job description, after consultation with the postholder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

We are seeking to appoint an Lunchtime Supervisor who is able to demonstrate the following qualities and experience.

Criteria	Essential	Method of Assessment
 <p>Experience & Qualifications</p>	<p>No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' needs is important. Highly motivated and committed. Keen to work hard. Experience of taking on and successfully completing other tasks/activities.</p> <p>Experience of working with primary age children is welcomed.</p>	<ul style="list-style-type: none"> • Application Form • References • Interview process
 <p>Personal Qualities</p>	<p>A good team-player who gets on well with children and adults. A person with warmth and sensitivity, enthusiasm and a sense of humour. Able to develop good relationships with children and adults. Willingness to participate in some social activities and events The candidate will be flexible and adaptable with a calm approach to all working conditions</p>	<ul style="list-style-type: none"> • Application Form • References • Interview process