



## **Great Malvern Primary School**

**Part of the Mercian Educational Trust**



**Posts:**

**Lunchtime Supervisor 7.5 hours weekly**

**April 2026**

**Closing Date: 6<sup>th</sup> May 2025**

**Start Date: ASAP**

**Headteacher Janine Burton**

**CEO: Dafydd Lawday**



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## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of **lunchtime supervisor** at our school at Great Malvern Primary School, part of the Mercian Educational Trust (MET). We are a growing and ambitious school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

We are looking to appoint a permanent lunchtime supervisor to join our staff.

Position: Permanent lunchtime supervisor

Hours: 1.5 hours per day. 7.5 hours per week.

Pay Scale: SCP2 – Scale 1

If you would like to learn more about our school please visit our website, <https://www.greatmalvernprimary.com/>

We look forward to receiving your application.

Yours faithfully,

Janine Burton

Headteacher





## **On a daily basis you will:**

Great Malvern Primary School promotes the highest standards for all our children as we strive to develop critical thinkers who love learning.

For the role of a lunchtime supervisor, we are looking for somebody that:

- Loves working with children!
- Will demonstrate a positive approach to working with children
- Has strong interpersonal skills with pupils and staff
- Will play a key role in ensuring lunchtimes run as smoothly as possible and to remain aware of children's welfare
- Will promote the overall ethos/aims of the school during the lunchtime period
- Is successful when working collaboratively and will contribute to a hardworking team





## The Recruitment Process

### Closing Date: Wednesday 6<sup>th</sup> May 2026

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our School Office at [gmpsoffice@metacademies.org.uk](mailto:gmpsoffice@metacademies.org.uk) or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is Wednesday 6<sup>th</sup> May. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Friday 8<sup>th</sup> May.

Please contact our School office on 01684 574219 or via email at [gmpsoffice@metacademies.org.uk](mailto:gmpsoffice@metacademies.org.uk) for further details or if you have any questions.

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*





## About Our School

Great Malvern is a growing primary school that has a nurturing and forward-thinking philosophy. We are proud of our inclusive ethos and value all members of our school community. We aim to give all children an excellent start in life by ensuring they receive an outstanding education and have the opportunity to undertake a wide range of experiences.

As an early academy convertor, we are one of the founding schools in Mercian Education Trust, a small Trust comprising of five Worcestershire schools, over 6 sites and one Herefordshire school.

Our local community is mostly settled, and there are strong family connections with the school. It is not unusual for parents, grandparents, and even great grandparents of pupils to have attended Great Malvern. A large majority of staff employed in school have either attended Great Malvern, had their own children in school, or live close by.

We are proud of the way our learners are prepared for the next phase of their education and beyond, promoting our *ALIVE* curriculum model which encourages Aspirational, Linked, Inclusive, Varied and Engaging learning, enhanced by a balanced and interesting enrichment programme of additional experiences and visits.

Great Malvern School has powerful global links with Martinshamba Primary Schools in Tanzania, and this makes a direct contribution to our creative and enriched curriculum.



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## About Our School



Key Information about our school	
Type of school	Primary Academy
Age Range	Nursery from 2 years 9 months School is 4 -11
Location	Lydes Rd, Malvern WR14 2BY
Trust	Mercian Educational Trust
Number of children	337
Number of classes	Nursery and 14 classes
Average class size (primary)	24
Last Ofsted Inspection	September 2024
% eligible for Pupil Premium Funding	53%
% of children with SEN	16%
% of children with EAL	2%

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## Job Description

**Job Title: Lunchtime Supervisor**

**Salary Scale Point: SCP2 – Scale 1 - £3,895.30**

**Employer: Mercian Educational Trust**

**Closing Date: Wednesday 6<sup>th</sup> May**

**Interview Date: Friday 8<sup>th</sup> May**

**Starting Date: ASAP**

### Job Purpose

- To supervise children on school premises and grounds.
- To supervise children who use catering facilities at the school.
- To undertake ancillary duties as necessary (i.e. setting up and clearing away tables/chairs, cleaning tables and dining area).
- To sweep / mop floors as appropriate to ensure the dining room/classroom is fit for lessons during the afternoon session.
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Assistant Headteacher, Deputy Headteacher, Headteacher or Teacher-in-Charge.
- To ensure a safe environment (e.g. by reporting broken glass to senior leaders).
- To report any injuries to children to the designated person.
- To help children cut food when necessary and encourage good table manners.
- To watch for intruders on the site during periods of duty.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, and encourage and support staff in their development and training.
- To uphold the caring ethos, values, and principles of our school.
- To contribute to the safeguarding and protection of all pupils.





## Responsibilities

- To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job .
- To undertake Health and Safety duties commensurate with the post and/or as detailed in the School Health and Safety Policy.
- To contribute to the positive team atmosphere and public image of the school.
- To always act professionally and with integrity.
- To assist with the general care and welfare of all pupils striving to always maintain a happy safe environment.
- To adhere to and maintain school routines and codes of conduct including confidentiality.
- To always support the aims and ethos of the school.
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities.
- In all contacts the post holder will be required to present a good image of the School and Multi Academy Trust as well as maintain constructive relationships.
- To carry out any other duty which is deemed reasonable by the Headteacher.

**This post requires the ability to perform a role that involves frequent contact with children**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**





## Additional Information

The job description allocates duties and responsibilities. It does not direct the amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.

- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.
- The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity, and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and the School's Code of Conduct for Staff.

### Special Conditions

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.













At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.



## Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of working within a school and/or with children		
Knowledge and Skills		
Ability to communicate effectively		
Assertiveness and ability to enforce discipline where necessary		
Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner		
Ability to understand and follow relevant procedures e.g. Health and Safety, Child Protection, School Behaviour Policy		
Ability to work in a team		
Ability to work under direction		
An empathy with, and an understanding of children of primary age		
Knowledge of school safeguarding		
Commitment to the school's wider community		





## Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Confidential and discrete		
Calm and supportive manner		
Positive attitude		
Assertive and confident		
An effective team worker		
Excellent attendance and punctuality		
High stamina		
Reliable and trustworthy		
Flexible and adaptable		
Resilient		





## Person Specification (continued)

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
An understanding of and commitment to Equality of Opportunity for all	✘	
Commitment with the aims and objectives of comprehensive & community education	✘	
<b>Professional Development</b>		
Willingness to take part in all relevant training and a commitment to one's own professional development	✘	
The calibre to become an outstanding member of staff	✘	
The capacity and enthusiasm to learn and continuously improve	✘	✘
Experience of basic first aid or hold a qualification	✘	✘
<b>Other</b>		
An excellent track record demonstrating: <ul style="list-style-type: none"> <li>- Success in what you have done</li> <li>- A spotless record, free from attendance, capability, disciplinary or grievance issues or warnings.</li> </ul>	✘	





## Benefits of Working with Mercian Educational Trust

### Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

### Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

### Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

### Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

### Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

### Eye tests and Flu Jobs

All employees can access free eye tests and annual flu jab.

### Free Car Parking

All employees have access to free car parking on or near the school premises.

### Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



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