



The Rivers
C.of E. Academy Trust

Application Pack

Lunchtime Supervisor

An extraordinary education for every pupil



Welcome

Summerhill Primary Academy has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Summerhill Primary Academy is a four-form entry primary school. which caters for pupils from age 2 to 11 years old. As a school, we are committed to creating a happy and vibrant school community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

Overview

Summerhill Primary Academy is a 4 -form primary school located in Tipton, Sandwell.

It has 799 pupils from age 3-11 and 120 staff.

Established in 2005 , Summerhill Primary School became an Academy in 2017 and have since joined The Rivers CofE Academy Trust in 2020, as Summerhill Primary Academy.

Performance

At this school 53% of pupils meet expected standard at Key Stage 2.

Our latest Ofsted judgement: "Good " (March 2022)

Quotes from the Inspectors:

"This well led school is very successful at teaching reading and mathematics."

"Pupils behave extremely well. They are excited by their learning and treat each other and adults with great respect".

"Classrooms are calm and purposeful places in which to work and learn"



About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



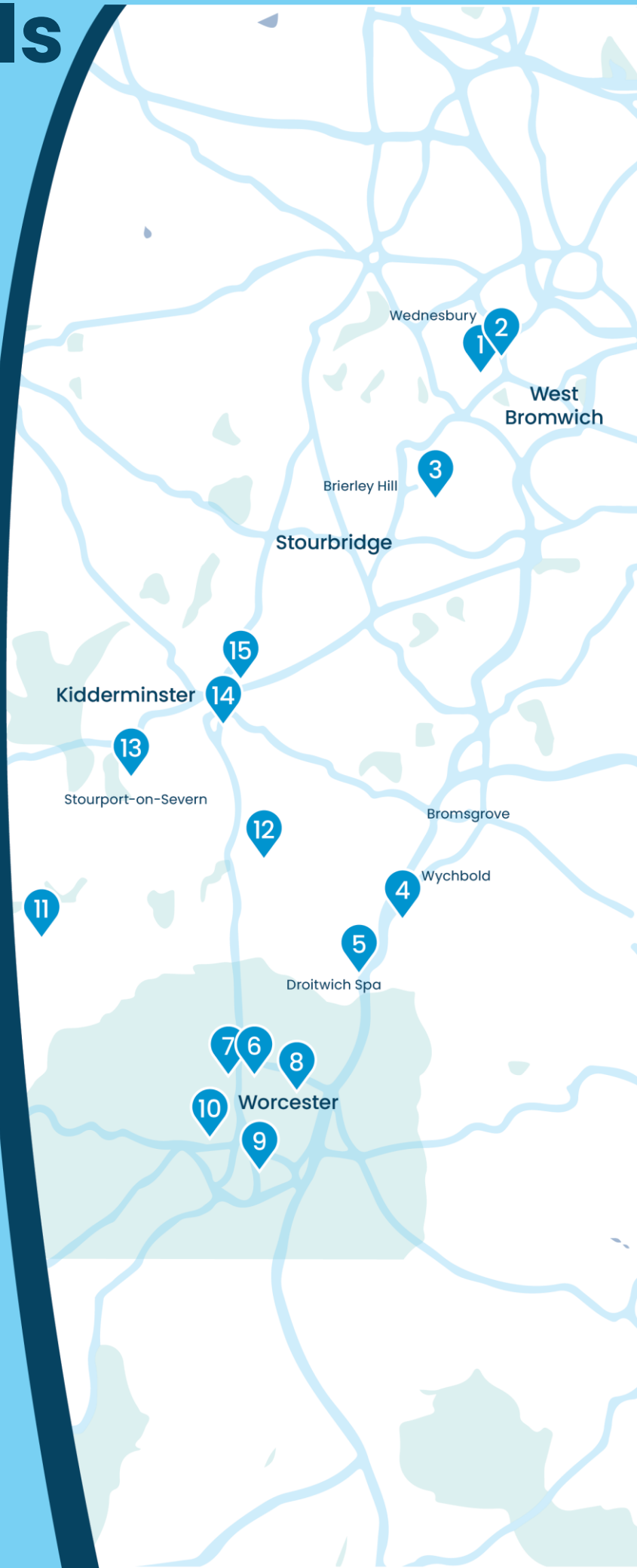
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 26 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title:	Lunchtime Supervisor
Salary:	Scale 1, Point 2 (FTE:£24,414) Actual Salary £4,142.16
Start date:	September 2025
Contract Type:	Fixed Term to cover maternity, Term Time Only. 7.5 hours a week
Reporting To:	Headteacher, Assistant Headteacher.
Location:	Upper Church Lane, Tipton, West Midlands

About: The closing date for applications is **9am Friday 5th September**. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-spa@riverscofe.co.uk.

Interviews for this post will take place on W/C 8th September 2025.

Shortlisting will take place on **Friday 5th September**. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 557 3282. We look forward to hearing from you.

Job Description

Responsible to: Headteacher/ Assistant Headteacher

Key Purpose:

To ensure, individually or as part of a team, the welfare and safety of all children remaining within the school grounds or buildings during lunch time.

Main Activities:

- Supporting pupils while they eat their lunch and making sure tables are clean and that water is available.
- To use initiative in monitoring events occurring on the school premises and grounds
- To encourage play activities by modelling and taking part if necessary
- To positively encourage good behaviour, healthy eating and good table manners.
- To help to set up and clear away the lunchtime area before and after the lunchtime period when required.
- Ensure food and water spillages are dealt with promptly.
- Report accidents and complete accident form if necessary.
- To undertake ancillary duties as necessary (ie. setting up and clearing away tables, cleaning tables and dining area).
- Ensure the behaviour policy is implemented and seek advice on how to deal with individuals as needed from the headteacher
- Support the work of the staff and other supervisory assistants.
- Work as part of the play team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work with the play coordinator to ensure all children have access to exciting play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Work with the site manager, play coordinator, and play team members to ensure that all our children have a safe site for play.
- Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicating/implementing any changes required.
- Assist with putting out and packing away of play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils (if trained). Assist with first aid reporting.
- Coordinate and communicate with the play coordinator, play colleagues and the catering team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.
- Assist children at lunch, eg with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encouraging good eating and social skills.
- Clear and clean the hall during service (eg spillages, assisting with waste food, trays and cutlery).
- Offer care, support and advice for children during lunchtime.
- Contribute ideas and suggestions to improve the team practices and performance.

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- Contribute ideas and suggestions to improve the team practices and performance
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system, our four school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.

Supervision and work planning

The play team member will not be required to supervise staff within the setting but will need to work with the play coordinator on planning activities for the children. It will be incumbent on the Play team to supervise children at all times. Please note: this supervision may be at some distance depending on the school's play policy (methods of supervision could include direct, remote and roaming).

Problems and decisions

The play team member will be required to resolve day to day issues of a practical or routine nature amongst the children, but issues of an operational or organisational nature should be referred to the play coordinator.

Knowledge, experience and training

- Previous experience of play work or working with children is highly desirable.
- Knowledge and/or understanding of the Playworker Principles is desirable.
- Previous first aid experience is desirable (basic First Aid training will be provided).
- Literacy and numeracy: Ability to follow written guidance and procedures.
- Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff.
- Verbal and written skills: Play team members will be required to record incidents swiftly and add to appropriate central school records. Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.

Skills and personal attributes

- Enjoy working with young people (all ages in the primary school range 4 – 11 years).
- Positive and supportive attitude towards young people of all ages, abilities and backgrounds.
- Confident in working with and able to influence and negotiate with children from Reception (4 years old) to Year 6 (11 years old).
- Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.
- Practical, solutions driven.
- Friendly, approachable and caring manner.
- Dependable, with good time keeping.
- Willingness to try new things and work outside of their comfort zone.

Job Description

Physical effort and/or strain

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (slopes, sand) and moving 'loose parts' materials, containers and furniture.

Working environment

The working environment will be part, or all of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, field, MUGAs, outdoor seating, wooded / scrub areas, 'The Beach', Mud Kitchen, Forest School area) and the dining hall, but not restricted to these.


Equipment

- Play materials (eg scrap materials, loose parts, sports kit, storage containers, logs) are in regular use.
- Whistles/bells are used to communicate when a year group can go in for dinner/packed lunches.
- Cleaning equipment (brooms, bags, sprays, cloths etc).
- Folding tables/chairs.
- First aid kit.

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may vary from time to time without changing the character of the post or the level of responsibility.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which 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 Code of Conduct.

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Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Basic childcare and health and safety knowledge• Working with or caring for children of relevant age	<ul style="list-style-type: none">• Experience in working in a school setting• Appropriate knowledge of first aid• Play leader training• Safeguarding training
Skills and knowledge	<ul style="list-style-type: none">• Participate in development training opportunities• Literacy skills to be able to understand and follow school policies• Be aware of cultural and social differences	
Personal Qualities	<ul style="list-style-type: none">• Ability to relate well to children and adults• Ability to work constructively as part of a team• Ability to maintain a safe, calm and happy approach• Ability to use own initiative	

How to Apply

Applications forms are available to download here: : [Home | Summerhill Primary Academy](#).

Please email completed application forms to hr-spa@riverscofe.co.uk by 9am Monday 6th June 2025.

Interviews for the position will take place w/c 8th September 2025. We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in Summerhill Primary Academy. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details.



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Get in Touch

Summerhill Primary Academy

T: 0121 557 3282

E: office-spa@riverscofe.co.uk

[Home | Summerhill Primary Academy](#)

The Rivers C of E Academy Trust

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