

## Lunchtime Supervisory Assistant

<b>Location</b>	Totley Primary School (Sheffield)
<b>Salary FTE</b>	Grade 2 £24,027 to £24,404 FTE
<b>Actual salary</b>	£4,081 to £4,145 (with under five years' service)
<b>Contract term</b>	7.5 hours per week, 38 weeks per year, permanent
<b>Responsible to</b>	Headteacher
<b>Start date</b>	June 2025
<b>Closing date</b>	Midnight Tuesday 13 May 2025

## Mercia Learning Trust

Mercia Learning Trust is a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

### Why do we exist?

- To empower everyone in our communities, especially the most disadvantaged, to succeed.

### How do we behave?

- We are kind - showing care and supporting each other.
- We have integrity - doing the right thing and always putting children first.
- We work with diligence - overcoming obstacles and having no excuses.

### What do we do?

- We run schools that focus on academic excellence, cultural capital and the development of character.

### How will we succeed?

- A culture of excellence – high standards shaped by clarity, not control.
- Academic focus – empowering all children through an exceptional curriculum.
- Purposeful collaboration – relationships built on trust, reducing sub-optimisation and driving collective success.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

## Totley Primary School

Totley Primary School is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and develop as people.

Our outstanding school covers the ages 4-11 and is two-form entry, accommodating approximately 425 children. The school is in the suburb of Totley in South Sheffield, on the edge of the Peak District.

### The role

Totley Primary School is seeking to appoint a lunchtime supervisory assistant to join our hardworking and supportive team. The working hours are Monday to Friday 11.45am to 1.15pm.

### The candidate

The successful candidate will be able to communicate very effectively in English with adults and children and will have very good numerical skills. This role is to work in a team of lunchtime supervisory assistants to assist with the care of our children during lunch breaks, helping with mealtimes and outdoor play whilst ensuring their happiness and safety. The successful candidate will be expected to contribute to the team, using initiative and common sense whilst upholding the policies and ethos of the school.

## Job description

### Purpose

To empower everyone in our communities, especially the most disadvantaged, to succeed.

### Key responsibilities

The successful candidate would be required to:

- supervise pupils immediately before, during and after the midday meal
- encourage children to practice appropriate table manners and maintain a calm atmosphere in the dining room
- contribute to the development of a positive approach to lunchtime play
- join in games, oversee quiet activities and supervise children having free play in the school playground
- work well as part of a hard-working team and also be able to work on their own initiative to ensure that the children are safe and to maintain excellent standards of behaviour
- ensure that any pupils who suffer accident or injury are dealt with and recorded appropriately, in accordance with the school's agreed procedures
- supervise toilet arrangements before and after the mid-day meal as appropriate.

### General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

***This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.***

## Person specification

### Role: Lunchtime Supervisory Assistant

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>		<ul style="list-style-type: none"><li>• First Aid Certificate</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• <b>References</b></li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children and young people (either paid or unpaid)</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• <b>References</b></li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Effective communication skills</li><li>• Ability to supervise pupils</li><li>• Good basic literacy skills</li><li>• Ability to be flexible and work in different areas of the school</li></ul>	<ul style="list-style-type: none"><li>• A knowledge and understanding of the welfare and social needs of pupils during the mid-day break</li><li>• Awareness of behaviour support</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• <b>References</b></li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Flexible</li><li>• Honest and reliable</li><li>• Calm under pressure</li><li>• Patient</li><li>• Empathetic with young people</li><li>• Team player</li><li>• High personal and professional standards</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• <b>References</b></li></ul>

## How to apply

- All candidates must complete the following application process:
  - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
  - in all cases written references will be taken up and made available to interviewers before the final selection stage
  - an email and/or letter will be sent to shortlisted candidates with details of the interview process
  - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
  - Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for
  - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 236 4482 or [enquiries@totley.sheffield.sch.uk](mailto:enquiries@totley.sheffield.sch.uk).
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)

The closing date for applications is **Midnight Tuesday 13 May 2025**

**Interviews to be held in the week commencing 19 May 2025.**

## The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.