Camp Hill Primary
Growing Together

Midday Supervisor

Recruitment Pack



The Futures Trust
BUILDING BRIGHTER FUTURES



BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff

Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Rachel Whittingham

Head Teacher



Camp Hill Primary School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development.

We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	MIDDAY SUPERVISOR
OPPORTUNITY	We are seeking to appoint a Midday Supervisor who will be responsible for securing the safety, welfare and good conduct of pupils during the midday break. The successful candidates will maintain high standards of safety, security and wellbeing of all our children at all times, and will be able to recognise when to act on and report any concerns. You will be able to communicate effectively and work calmly under pressure dealing with situations calmly and efficiently. You will be a positive role model to our students.
REPORTING TO	Business Manager
LOCATION	Based at Camp Hill Primary School with a requirement to travel to work at or for schools in the Trust where needed.
SALARY / HOURS	Grade 1 / Point 3 - £13.40 per hour, £3,694.78 per annum (pro rata). 6 hours, 15 minutes per week, term time only (38 weeks) Monday to Friday, 12 noon to 1.15pm
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:
To be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with the procedures and practices of the School, and under the direction of the Headteacher and in close co-operation with the Senior Midday Supervisor.

Key requirements
At Camp Hill Primary, we require all Midday Supervisors to have a very positive attitude to the safety, security and wellbeing of all our children at all times, and to be able to recognise when to act on and report any concerns. We expect Midday Supervisors to treat all children with respect, promoting positive behaviour and good manners at all times, and to deal with concerns in a calm, firm but fair manner. Where Midday Supervisors become aware of confidential information relating to pupils whilst carrying out their role, they must maintain confidentiality in accordance with the School's policies and procedures.

Duties and responsibilities:
- Supervise pupils in the dining hall, playground areas and School premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Headteacher.
- Report any information or concerns regarding the safety of any child sensitively and professionally in accordance with the School's Safeguarding and Child Protection Policy.
- Communicate and cooperate effectively with other members of School staff to ensure the constant safety and security of all children
- Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
- Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
- Assist very young or less able pupils in developing eating skills.
- Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
- Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the Headteacher or nominee informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
- Follow fire and evacuation procedures, and check pupils are safe.
- Put away tables and chairs.

Duties and Responsibilities Continued:

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Midday Supervisor are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• Willing to undertake appropriate training for First Aid & Safeguarding	Application Form Certificates
SKILLS AND ABILITIES	• Ability to understand children's behaviour and to respond to their needs in varying circumstances. • Ability to communicate and relate well with children and adults. • Ability to act quickly and responsibly in the event of accidents or untoward circumstances. • The willingness to ask for help if needed. • The ability to work as part of a team. • Punctuality and reliability. • The ability to use initiative.	Application Form Interview Test
EXPERIENCE	• Experience of dealing with children either in a domestic or work environment.	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• An understanding of how to supervise children. • Understanding of basic issues of hygiene and child safety.	Application Form Interview Test
OTHER REQUIREMENTS	• A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of • the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required	Application Form Interview



How to apply

Closing date:
Sunday 18 December 2026

Please note: Applications will be screened on a rolling basis, and we reserve the right to close this vacancy early if a suitable candidate is appointed. Early applications are therefore strongly encouraged.

Interviews:
TBC

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
Tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-policies

- Camp Hill Primary Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List check.