

Welcome



Welcome to Claremont Primary and Nursery School and thank you for your interest in our school.

We are a Local Authority maintained school which is also a part of Nottingham Schools Trust (NST), an umbrella organisation that provides support and guidance to many other schools across the city.

The school is a Grade II listed building and was first opened in 1884. We have an inclusive ethos and enjoy educating children from a wide range of cultures and faiths. We celebrate that diversity and look for the bonds that unite us rather than the differences that separate us. Indeed, that ethos crosses over into everything that we do. Our children are at the heart of everything that we do. We aim to provide a broad and balanced curriculum supported by an extensive range of extra-curricular activities. Through high aspirations and high expectations our children make rapid progress during their time with us both academically and personally. We aim to establish an environment that is safe, friendly and focused on providing the very best for every child every day.

I look forward to welcoming you to our school. We are very proud of what we achieve and hope that you want to join us on our journey.

Rob Campbell





The Curriculum

Children are taught through a project-based approach and each theme is launched with a spectacular start and ends with a fabulous finish.

Our curriculum is an exciting blend of key academic skills, development of important knowledge and the building of vital skills that all combine together to make learning that is challenging, relevant and fun!

Our curriculum will enable our children to develop and demonstrate their creativity, lay the foundations of a solid base of knowledge and understanding that can be built upon in the future and experience the challenge and excitement of learning.

Through a broad and balanced approach to learning our children will have the opportunity to develop self-esteem and confidence in their abilities, learn to respect themselves and others, build respectful friendships and relationships, be comfortable when they make a mistake and use it as an opportunity to learn something new and reflect and think mindfully about their learning, themselves and others.



Early Years

Foundation Stage

The early years are known as the Foundation stage for a reason.

They provide the blocks upon which we build our futures. With firm foundations, children can build on their knowledge and skills and apply it in all areas of their lives. We strive to ensure that the children in our Nursery and Reception classes have the chance to play, learn, grow and develop in a safe and happy environment. Our children have access to a vibrant and thriving learning environment which encourages them to find things out by asking questions, making mistakes and building on their learning. Our children are encouraged to use language as a tool for thinking, exploring and expressing their ideas. The provision is tailored to meet the needs of all of our children and foster independence in our youngest learners.



Inclusion

Claremont is an inclusive school where all children, regardless of ethnicity, culture, gender or Special Educational Need or Disability, are encouraged to be the best that they can be.

We embrace diversity and celebrate our differences as well as our similarities. Claremont is a friendly, welcoming school where all of our pupils aim to achieve and do their best. We are ambitious for our pupils, providing them with opportunities to dream and pathways to help them to achieve their dreams. Our high expectations of work and behaviour are shared by all of our children and their parents or carers. We want all of our pupils to experience the joy of discovery and the satisfaction of putting that new knowledge to good use in a variety of ways. We want our pupils to...

Learn it! Love it! Live it!

About the Opportunity



Job Title:	Midday Supervisor	Hours:	10 hours per week, Term time only
Posted:	10 th December 2024	Expires:	3 rd January 2025
Interview date:	W/C 6 th January 2024	Salary:	GLPC – B (£23,656 (pro rata for 10 hours per week/term time only - £5358 per annum)
Contract Type:	Permanent	Start Date:	January 2025

✨ Join Our Team as a Midday Supervisor at Claremont Primary and Nursery School! ✨

Are you enthusiastic, cheerful, and ready to make a difference in children's lives? We're looking for a dynamic **Midday Supervisor** to join our welcoming team and help create a safe, happy, and engaging environment during school lunch breaks.

✨ Why You'll Love This Role

Claremont Primary and Nursery School, nestled in the heart of Nottingham's richly diverse community, is a place where children thrive and potential flourishes. With a hands-on Senior Leadership Team, a dedicated Pastoral and SEND team and hardworking staff, we're united in supporting our children to achieve their very best.

💡 What You'll Be Doing

- 🌈 Setting the stage: Preparing and tidying the dining area to ensure smooth lunchtimes.
- 😊 Spreading smiles: Encouraging a friendly and enjoyable dining experience.
- 🎮 Leading the fun: Organising exciting games and activities during playtime.
- 🗨️ Bringing the indoors alive: Supporting creative indoor activities on rainy days.
- ❤️ Caring for wellbeing: Offering minor first aid and ensuring every child feels safe.
- 🗣️ Leading with kindness: Positively addressing behaviour concerns (with support when needed).

👤 Who We're Looking For

We're searching for someone who:

- ✨ Is brimming with energy and enthusiasm.
- 🗣️ Communicates brilliantly with children and colleagues.
- 🎮 Is full of ideas for fun, engaging activities.
- 🤝 Is reliable, compassionate, and loves working in a team.
- 🛡️ Is passionate about safeguarding and supporting young people.

What You'll Gain

When you join Claremont Primary and Nursery School, you're not just taking a job – you're becoming part of a family:

- A vibrant, inclusive school buzzing with creativity and ambition.
- Opportunities to grow your skills with excellent professional development.
- A supportive community of staff, parents, and governors.
- Smiling, enthusiastic pupils who will brighten your every day!

Role Details

- **Hours:** 10 hours per week (Monday–Friday, 11:30 am–1:30 pm).
- **Contract:** Term time only – perfect for work-life balance.

Ready to Inspire?

If you're ready to make lunchtimes the best time of the day, we'd love to hear from you! Apply now and help create a safe, fun, and nurturing environment for our amazing pupils.

If you are interested in this role and feel you meet the skills and requirements outlined in the job description and the person specification, please email your application and all the supporting information to sbm@claremont.nottingham.sch.uk by the closing date. Please note we do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Our school is committed to safeguarding and promoting the welfare of children and young people, therefore all positions are offered subject to an enhanced DBS disclosure and references confirming your suitability to work with children in line with safer recruitment.





Job description

Job title: Midday Supervisor

Department: Schools

Grade: GLPC - B

Job Evaluation ID: JE1000000182

1 Job purpose

To supervise pupils during the lunch time period in a designated area having due regard at all times to their health, safety and welfare. To mark dinner registers and issue free meal tokens.

2 Principal duties and responsibilities

1. To control queues to the dining areas
2. To mark registers and operate the system designed to provide free meals to pupils
3. To encourage dining arrangements that promotes an orderly and pleasant meals service for pupils.
4. To assist as required relieving any bottleneck at the till.
5. To ensure that any spillage is removed quickly
6. To see that the dining areas are left clean and tidy and tables are clean for the next occupant
7. To supervise the return of used crockery and cutlery
8. To wipe trays where necessary.
9. To deal with pupils' behaviour problems in the dining room and elsewhere and report any serious incidents to the Senior Midday Supervisor.
10. To deal with accidents and any sickness and report them to the Senior Midday Supervisor.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

None

6 Post holder's immediate supervisor: Senior Midday Supervisor

Person specification



**Nottingham
City Council**

Job title: Midday Supervisor

Department: Schools

Grade: GLPC - B

Job Evaluation ID: JE1000000182

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Communication	<ul style="list-style-type: none"> Ability to communicate with all departments in school, especially the pupils. 	✓	✓	✓	✓	✓
Teamwork	<ul style="list-style-type: none"> Ability to work as part of a team and on own initiative 		✓		✓	
Technical	<ul style="list-style-type: none"> Basic literacy and numeracy skills Awareness of health & safety issues 		✓		✓	✓
Work to promote mutual respect and good relations	Must be willing to work within the City Council's Equal Opportunities Policy		✓		✓	
Work Related Circumstances	<ul style="list-style-type: none"> Must be willing to undertake training as required Must ensure confidentiality in respect of pupils and information. Must be willing to undergo and pass a DBS check Willingness to comply with the City Council's non-smoking policy. 		✓		✓	✓

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

Prepared by/author: Single Status Team

Date: September 2013

Job title:



Information for applicants – pre-employment checks required for this post

Vacant post:	Midday Supervisor
---------------------	-------------------

Note to candidates:

Candidates for the above post are advised that the following checks and references must be completed at the stage of the recruitment process. Any subsequent offer of employment to a successful candidate can only be made on a conditional basis only, until these checks have been satisfactorily completed. Failure to comply with all or part of these requirements will result in the withdrawal of any employment offer. Please ensure that you have read and understand the accompanying Privacy Notice for Candidates.

All applicants means that this is an expectation for everyone applying for this vacancy

Shortlisted applicants refers to all applicants who are provisionally assessed as suitable to progress to the selection stages of the process

Appointable applicant indicates the person who is deemed to be the most suitable to be conditionally offered the job

Pre-employment check	Stage required	Applicable to post ✓
Application form (CVs will not be accepted without a fully completed application form)	All applicants	✓
At least 2 satisfactory references (to include last/current employer and one of which relating to a post working with children if applicable)	Shortlisted applicants	✓
Signed self-declaration of criminal record and other relevant information (posts in schools are exempt from the Rehabilitation of Offenders Act 1974 and applicants for school-based jobs must, therefore, disclose all spent and unspent convictions)	Shortlisted applicants	✓
Checks of shortlisted applicants social media presence	Shortlisted applicants	✓
Verification of Right to Work in the UK	Appointable applicant	✓
Photo identification	Appointable applicant	✓
Enhanced DBS check and Barred List	Appointable applicant	✓
Staff suitability declaration in compliance with the disqualification requirements of the Childcare Act 2006 and amendment regulations 2018 (required annually thereafter)	Appointable applicant	✓
Medical check	Appointable applicant	✓
Verification of any relevant qualifications and registration required for the job (see person specification)	Appointable applicant	✓

Verification of professional status	Appointable applicant	✓
Verification of successful completion of the statutory induction period and QTS (teachers)	Appointable applicant	N/A
Checks on: teachers and others prohibited from the profession; General Teaching Council for England (GTCE) sanctions; teachers who have failed induction or prohibition; teachers sanctioned in other EEA member states; and, Section 128 barring directions.	Appointable applicant	✓

A copy of checklist is to be retained for use during selection process. All information will be handled in compliance with data protection requirements at this school.

Further information relating to the pre-employment checks required for positions in schools can be found in the statutory document Keeping Children Safe in Education on the www.gov.uk website.

