

Candidate brief for the position of
Midday Supervisor
Pratts Bottom Primary School

Application Deadline: 9am on Monday 12 October 2026

Interviews: week commencing 12 October 2026

Pratts Bottom Primary School is part of Lumero Educational Trust



Dear Applicant,

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Pratts Bottom Primary School, the role and the person we are looking for.

As a Trust, we comprise eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon our students, helping to shape their future.

This post is available for an immediate start and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely



Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL

Pratts Bottom Primary School

Pratts Bottom Primary School ([visit the school's website here](#)) is part of the trust's small school network (together with Chelsfield Primary School).

We pride ourselves on offering personalised attention to each child. Our dedicated staff members know every child well, fostering strong relationships that create a profound sense of belonging. This close-knit community spirit ensures that both staff and children support one another, creating a family-like atmosphere where everyone feels valued.

The Role

Start Date:	As soon as possible
Working Pattern:	Part Time - Permanent Position 6 hours 15 minutes per week Monday to Friday 12.00noon - 1.15pm 38 weeks per year
Salary:	Bromley Localised Payscale BR4 p.12 (FTE £25,522) Actual pro-rata salary: £3,775.87 per year (salary is paid in equal amounts over twelve months)
Place of Work:	Pratts Bottom Primary School Our schools

We are seeking to appoint a committed, versatile and friendly Midday Supervisor who is a team player, efficient and adaptable with a can-do attitude.

The Midday Supervisor position is a highly important role within any school – what could be more important than making sure that our children are safe, happy, fed, and ready to begin their afternoon lessons each day!

Experience of working with children would be desirable. Please refer to the Job Description and Person Specification for further details.

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

How to apply

Applicants should complete the trust's application form and submit it to HRPrimaries@lumero.org by 9am on Monday 12 October 2026.

Interview Process

Candidates will be shortlisted, and successful candidates will be interviewed in the week commencing 12 October 2026.

- Suitable applications will be shortlisted for interview as quickly as possible.
- If you are successful, you will receive an email inviting you to attend for an interview. We may also contact you by phone. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.
- If you require any assistance in attending an interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Candidates called to interview will

- have an opportunity to meet with staff.
- be expected to conduct a task/activity to test areas required as per the person specification.
- attend a panel interview.

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description and Person Specification

Responsible, under the direction of the Senior Midday Supervisor or other nominated staff member, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period.

ROLES AND RESPONSIBILITIES

- Supervise the conduct of children, ensuring safe and orderly play activities.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help children in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to the Senior Midday Supervisor /Behaviour Lead as appropriate.
- Undertake first aid as needed, following health and safety guidelines.
- Undertake training as appropriate, e.g. basic first aid.
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

PERSON SPECIFICATION

SKILLS AND ABILITIES

- Ability to work well with children and adults (essential)
- Ability to follow instruction and direction for specific needs of children with Special Educational Needs (SEN) (essential)

KNOWLEDGE

- Ability to deal with children and adults with tact and sensitivity (essential)
- An understanding of the school's procedures relating to first aid, medical emergencies and safeguarding (essential)
- Ability to understand needs of children with SEN and follow care plans (essential)

EXPERIENCE

- General experience of children and their supervision, particularly children with SEN (essential)
- Experience of working within a primary school setting (desirable)

EQUALITIES

- Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery (essential)

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

All staff take part in the trust's appraisal process.

For any additional queries please contact: HRPrimaries@lumero.org

Lumero Educational Trust

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