



# Robert Miles Infant School

JOB APPLICATION PACK

## Midday Supervisor

**Salary:** Scale 1, point 3 (£2,972 actual per year which is £13.28 per hour)

**Contract:** Fixed term until 21<sup>st</sup> July 2027, part time, term time only (39 weeks)

**Working Pattern:** 5 hours per week (1 hour per day Monday-Friday)

**Closing Date:** Sunday 1<sup>st</sup> November 2026 at midnight

**Start Date:** W/C Monday 9<sup>th</sup> November 2026





## Letter from the Head Teacher

Dear Applicant,

Thank you for your interest in joining Robert Miles Infant School's dedicated and supportive staff team. The Midday Supervisor is a critical role in our school, working with high levels of independence to ensure that our pupils are supported during their lunch break.

Robert Miles Infant School is situated in the heart of Bingham, a delightful market town 11 miles from Nottingham or Newark. We have a regular bus service and are less than a 5-minute walk from the train station and the centre of Bingham town. The school can accommodate 180 pupils and many of these use our wrap around care. We also welcome children from Robert Miles Junior school to our wrap around care and offer a walking bus service for them.

The ethos of the school is centred upon the motto "Work hard – Be kind". This motto epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development. It also applies equally to every member of our staff team. Together, all members of staff "work hard", improving ourselves and fulfilling our duties to the best of our abilities to give our children the school that they deserve. Every employee is expected to work in a "kind" way, demonstrating the power of positive care and attention to children both directly and through our interactions with each other.

In this way, the Midday Supervisor in a school is part of the education that children receive, a role model and a contribution to the next generation. Our school leaders believe that Robert Miles Infant School is a place of professional learning where the development of staff is the key to securing the best outcomes for our learners. Staff appraisal systems are built upon the premise that applied continuous professional development and learning is the marker of career progression. Our new Midday Supervisor can expect to receive the training and development that they need.

The staff team is made up of dedicated and highly skilled professionals, with class teachers and teaching assistants who are focused on excellence in teaching and learning. Ensuring the smooth running of the school, office staff take responsibility for liaising with parents/carers, our finances, human resources and statutory reporting, alongside the Site Manager who works directly to maintain all aspects of the school site, as well as managing our cleaning team and liaising with the numerous contractors who supply specialist services to us. Our team of midday supervisors support teaching assistants in caring for the children at lunchtime, when cooked meals are served from our on-site kitchen under the separate management of an external catering company. A Trust Director of School Improvement for primary supports the school senior leadership team.

Robert Miles Infant School is a sponsored academy, operated by the Nova Education Trust. Nova is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust is committed to providing high quality education to all pupils, regardless of their backgrounds. The Trust has core values which are central to developing a positive ethos throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities. For all staff, pupils and the wider community, the Trust promotes trust, integrity, mutual respect, empathy and self-improvement. The Nova Education Trust believes that nothing is more important than making a difference to children.

Visits to our school are warmly encouraged. Please contact the school office.

Mrs Kelly Ryan  
Head Teacher



# Robert Miles Infant School

## About Robert Miles Infant School

**Robert Miles Infant School is a vibrant and successful school located in the market town of Bingham. We are a two-form entry school accommodating up to 180 pupils from Reception until Year 2.**

At Robert Miles Infants, we provide a caring environment where all our children feel safe and secure and are eager to learn. Our school has a vibrant and positive atmosphere where we encourage the children to follow our Motto of 'Work hard be kind'. Pupils thrive through inspiring learning opportunities and we challenge everyone within our school to achieve their best, working closely with our families to enable our pupils to succeed.

The school has a dedicated, outstanding and talented staff team, who develop and support pupils to achieve their full potential, setting excellent foundations to achieve throughout the whole of their education.

We are lucky enough to have amazing school grounds that are hidden away behind the school. We recognise the importance of outdoor learning and our facilities allow us to offer stimulating, exciting, first hand experiences, such as a wildlife area, pond dipping and den building.

Our school day starts at 8:45am and ends at 3:15pm.

### Vision and Values

Robert Miles Infants strives to be a warm and happy place where work and play go hand in hand. We offer children opportunities and challenges to achieve their true potential, both academically and socially. We

offer an inspiring, creative learning environment that develops the whole child to create a life-long love of learning.

We are committed to ensuring everyone within our school feels valued, supported and equal, while working together to reach our full potential. We have four whole school threads which we aim to develop in all aspects of school life, where possible:

- Prioritise developing children's 'Positive Attitudes for Learning (PAL)' by developing positive learning behaviours and attitudes, focusing on engagement, motivation and critical thinking.
- Place reading at the heart of everything we do by developing confident readers, instilling a love of reading and providing purposeful cross-curricular reading opportunities.
- Promote equality and diversity, with the aim of providing an equitable start for our children, where commonalities and differences are valued and celebrated. Our pupils will develop cultural awareness through a diverse and inclusive curriculum.
- Develop an understanding of how to care for our environment by supporting children to take an interest and responsibility, as global citizens and custodians of our planet.

Our goal is for every child to leave our school happy and successful, with memories they will cherish and skills that are the foundation of their future learning.





# Job description

## Purpose

To assist in the supervision of children both in the dining area and play areas to ensure the orderly conduct, welfare and safety of pupils during the lunchtime break.

## Key responsibilities

- Assist with set up and clear down of the dining area including tables and chairs.
- Supervise pupils in the dining area.
- Control queues both inside and outside promoting an orderly and pleasant meal service.
- Ensure that any spillages are removed quickly
- Ensure that trays are left safely stacked and properly scraped
- Support pupils with the return and scraping of crockery and cutlery
- Keep tables clean ready for next occupant
- Assist as required to relieve bottle necks at hot trolley.
- Supervise pupils to follow the flow routes.
- During wet weather supervise indoor play in classrooms.
- Administer first aid as necessary and record treatments given
- Participate in playing games.
- Take out and put away outdoor toys from the shed.
- Follow all safeguarding protocols.
- Participate in meetings and training sessions as necessary.
- Any other duties which may reasonably be regarded as within the responsibilities /grade of the post.

## General

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Head of School.

# Person specification



|                      | Essential                                                                                                                                                                                                                                                                              | Desirable                                                                               |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Qualifications       |                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"><li>• First Aid</li></ul>                             |
| Experience           |                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"><li>• Previous experience in a similar role</li></ul> |
| Skills and knowledge | <ul style="list-style-type: none"><li>• Able to work well with and be able to relate to children.</li></ul>                                                                                                                                                                            |                                                                                         |
| Personal qualities   | <ul style="list-style-type: none"><li>• Able to work as part of a team and assist others.</li><li>• Be approachable.</li><li>• Reliable and punctual.</li><li>• Be committed to safeguarding and promoting the welfare of young people.</li><li>• Able to use own initiative</li></ul> |                                                                                         |

# Application details



## Application forms

These can be accessed from the school website [www.rmischool.co.uk](http://www.rmischool.co.uk). Wherever possible, please provide email addresses for your referees.

## How to apply

Candidates should apply for this role through our website at [www.novaeducationtrust.net/careers](http://www.novaeducationtrust.net/careers). Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form\*.

*\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Sunday 1<sup>st</sup> November 2026 at midnight**.

## Interview

Interviews will take place on **Wednesday 4<sup>th</sup> November 2026**. If you have not heard from us before that date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Robert Miles Infant School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

## Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

## Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

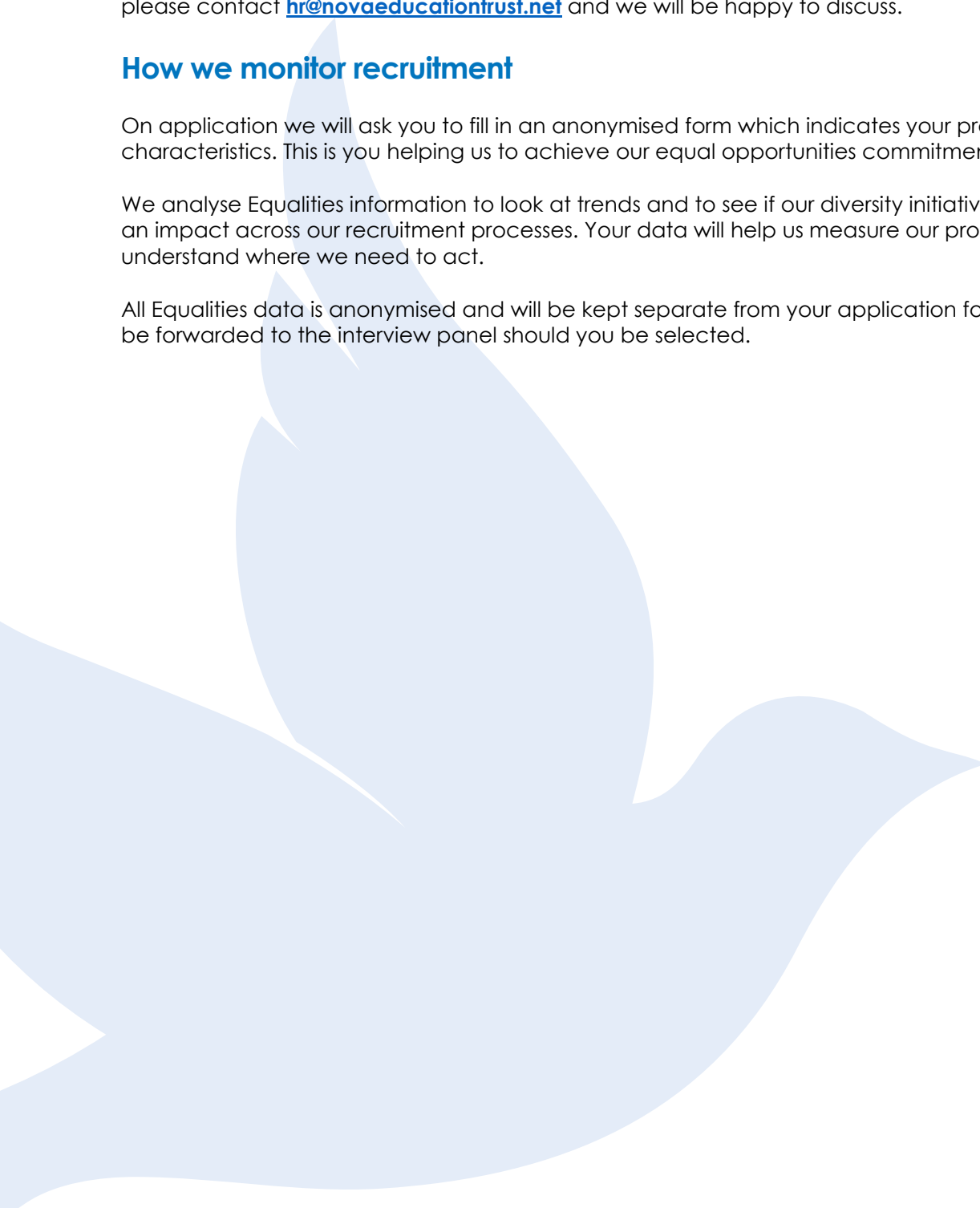
If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact [hr@novaeducationtrust.net](mailto:hr@novaeducationtrust.net) and we will be happy to discuss.

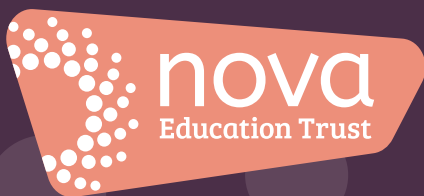
## How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.





## Welcome from the CEO

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Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We

are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at [novaeducationtrust.net/careers](https://novaeducationtrust.net/careers).

A. Rahman

**Ashfaq Rahman**

Chief Executive Officer



## About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

### ***Our mission is to create transformational schools.***

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

# Our values

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We work with **honesty, integrity, humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant, creative, diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

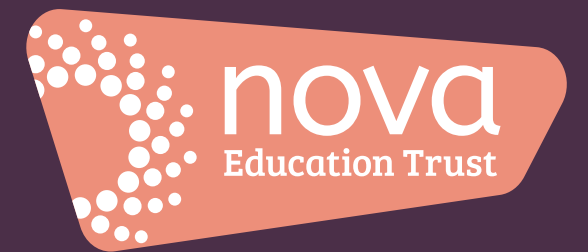




WORK  
HARD  

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BE KIND



## Our principles

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**Excellence:** We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

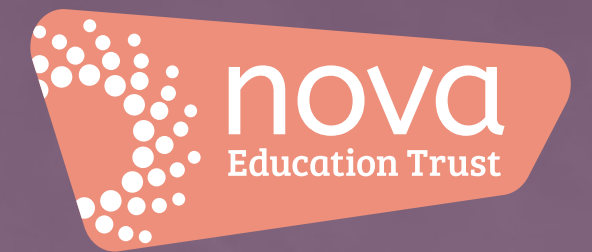
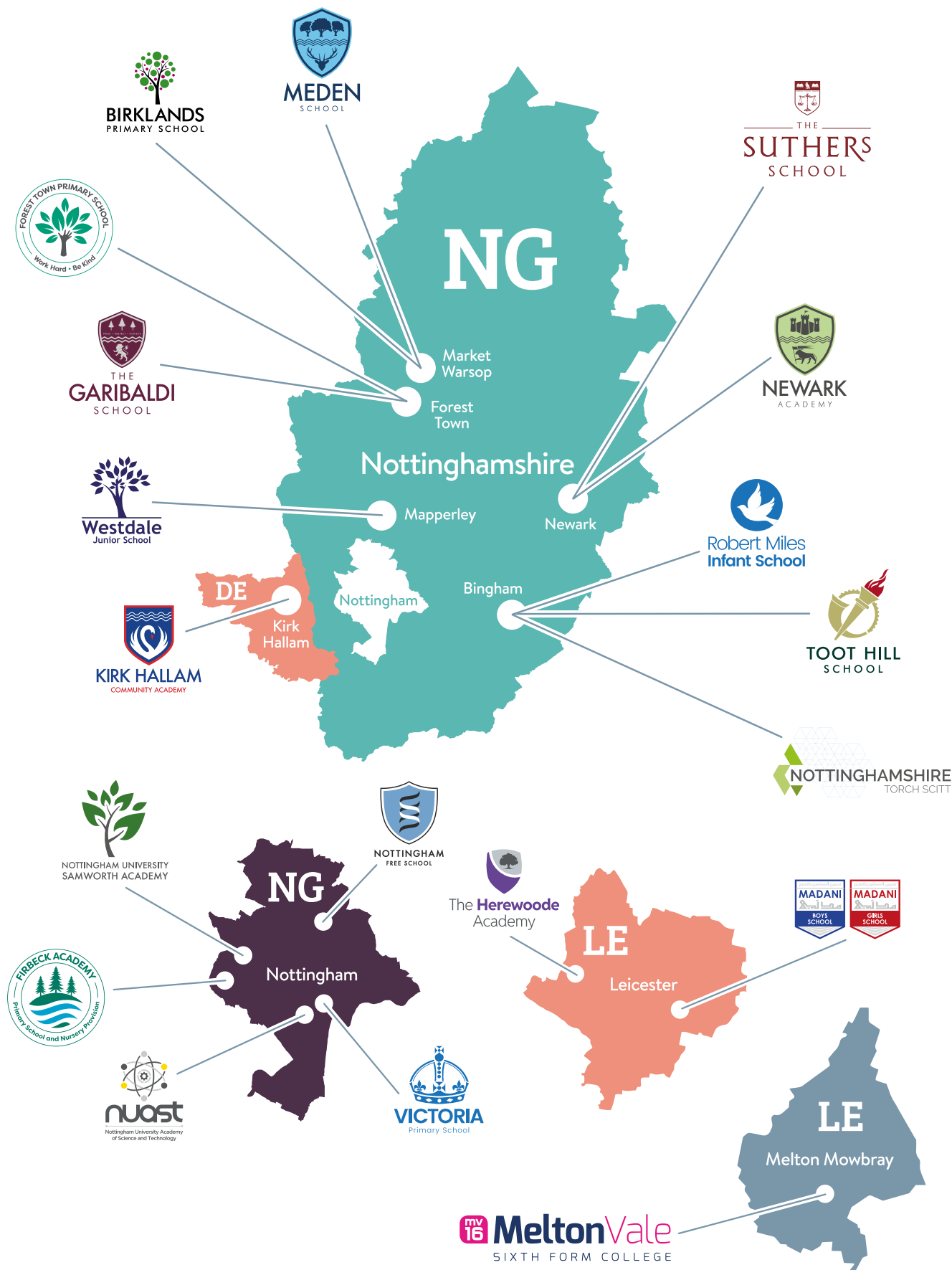
**Partnership:** By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

**Expertly trained and professional staff:** By investing in the professional development of all our staff so that they become experts in their professions.

**Trust and empower all staff:** By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

**Focus on learning:** An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

# Our family



## Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.



# Supporting our colleagues

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We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

## **We put well-being and engagement front and centre:**

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

## **We develop leaders who:**

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

## **We will encourage and support you to develop and grow:**

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

## **Providing access to range of fantastic benefits through 'Nova Perks', including:**

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

## **Nova Perk Day**

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

## **Sick pay**

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

## **Pension**

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.



# Robert Miles Infant School

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