**St. Catherine’s C.E. (VC) Primary School**

**Marlpool Lane**

**Kidderminster**

**Worcs**

**DY11 5HP**

**Tel: 01562 823614**

**Email: office@stcatherines.worcs.sch.uk**

Position: 1 x Lunchtime supervisor

Hours: 1 x permanent, variable hours, 2.5 minimum to 7.5 maximum per week.

Start Date: as soon as all pre-employment checks complete

11/09/2025

Dear colleague,

Thank you for your interest in the position of lunchtime supervisor at St. Catherine’s CE Primary School. We are pleased to be able to give you information about the post and sincerely hope that most of your questions are answered by the information enclosed, if not, please come and speak to me.

We are seeking to appoint a lunchtime supervisor to assist with the management of lunchtimes within the school. The post will involve general support of a class over the lunch period; assisting with eating and clearing up lunches and monitoring safe and appropriate play outside on the playground. Timings will initially be from 12.00pm to 1.00pm but may be subject to change throughout the year.

St. Catherine's is a 'Good' school as defined by both Ofsted and SIAMS, and we believe that we have a really great school. Our hardworking team are all committed to ensuring that our children can make the most of every learning opportunity presented, in a safe and nurturing environment. We never ‘give up’ on a child and we would expect the successful candidate to support our approaches and the school's Christian ethos and values.

We can offer the newly appointed person a supportive working environment, with a team of colleagues who support each other and the school in many ways. We all appreciate our positive and caring working atmosphere, where great relationships are at the heart of all we do and who we are.

All applications must be made on the Worcestershire application form, and all sections of the form must be completed. Please make sure that you include a current email address for your referees. St. Catherine’s Primary School is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

We look forward to receiving your application.

Yours sincerely,

Amanda Cope

Headteacher

**Appointment Schedule**

**X1 Permanent, variable hours lunchtime supervisor**

Closing date for all applications – 9am Friday 26th September 2025

Candidates who are short-listed will be contacted in person or by email/telephone on Friday 26th September 2025. Candidates who are not contacted can assume that they have been unsuccessful at this time.

Interviews – Friday 3rd September 2025

Position commencement date - as soon as all pre-employment checks complete

Applications must be made using the Worcestershire Local Authority application form.

Applications may be emailed to [hr@stcatherines.worcs.sch.uk](mailto:hr@stcatherines.worcs.sch.uk) or printed applications may be sent to Julie Cook

St. Catherine’s CE Primary School

**Job Description**

**Lunchtime Supervisor**

**Post:** Midday Supervisor

**Reporting to:** HR Manager, Headteacher and Governing Body

**Main purpose**

A midday supervisor will be part of a team that is responsible for supervising pupils and the school’s premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

**Duties and responsibilities**

**Supervision**

* Supervise pupils in in the lunch area, playground and classrooms (for wet play)
* Encourage pupils to eat their lunch and monitor those who don’t, reporting any concerns to the class teacher
* Monitor pupils that aren’t engaging in play and feedback any concerns to class teachers

**Organisation**

* Set up the tables, chairs and other equipment needed for eating in the lunch area
* Manage pupils’ entrance and exit from the lunch area in an orderly manner
* Clean up food and water spillages

**Health and safety**

* Observe pupils and the environment and take action to minimise any identified health and safety risks
* Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
* Record details of incidents in line with the school’s reporting procedures
* Be aware of and support pupils with medical/dietary needs
* Promote the school’s policy around healthy eating to pupils
* Feedback concerns relating to pupils’ health and safety to a senior member of staff

**Behaviour**

* Report any incidents of serious misbehaviour to the relevant staff member, in line with the school’s behaviour policy
* Take necessary action to minimise disruption and harm to pupils, in line with the school’s behaviour policy
* Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
* Follow any directions from class teachers on supporting specific pupils with challenging behaviour

**Play**

* Organise play activities to encourage pupils to play and make use of play equipment
* Offer educational instruction where needed to help pupils to share play equipment
* Help to resolve issues between pupils during play activities

**Safeguarding**

* Make sure pupils remain on the school premises during the midday break
* Look out for any unidentified visitors approaching the school and follow the school’s procedures for approaching/reporting individuals

# Other areas of responsibility

* Read and follow the relevant school policies
* Read and comply with the staff code of conduct
* Undertake training required to develop in the role
* Undertake annual staff training on Safeguarding and Health and Safety procedures
* Ensure all duties and responsibilities are undertaken in line with the school’s health and safety policy
* Contribute to the safety of children and young people and protect them from harm

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**St. Catherine’s CE (VC) Primary**

Person Specification

Lunchtime Supervisor

|  |  |  |
| --- | --- | --- |
| Attributes | Essential | Desirable |
| Experience | 1.1  Experience of working with children. | 1.1  Experience of working in a school |
| Qualifications and Training |  | Basic First Aid  Level 2 in child development or equivalent |
| Skills and Abilities | 3.1  Ability to organise children in a safe and well ordered way. |  |
|  | 3.2  Ability and willingness to engage children with play activities. |  |
|  | 3.3  Good interpersonal skills to be able to work cooperatively with other staff. |  |
|  | 3.4  Good organisational skills, being able to work independently using initiative. |  |
| Personal Qualities | 4.1  Self-motivated, enthusiastic and conscientious. |  |
|  | 4.2  Demonstrate the highest levels of integrity, being loyal to the school at all times. |  |
|  | 4.3  Reliable, honest, efficient and approachable. |  |
|  | 4.5  A good level of physical fitness. |  |
|  | 4.6  Show a tolerance of working in environments with some exposure to noise and cold weather. |  |