



Welcome to our Trust

**Midday Supervisor
Recruitment Pack
The Ickniel Primary School and
Pippins Preschool**



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Welcome to Anglian Learning

Thank you for your interest in the position of Midday Supervisor role.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Mrs Sarah Jelliman, Office Manager office@ickneildprimary.org or 01223 508750.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin

CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 11,000 pupils and employing over 1,650 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About The Icknield Primary School and Pippins Preschool



Icknield
Primary School
Thrive and achieve together



The Icknield Primary School is a small, one-form intake primary school on the north eastern edge of the busy village of Sawston.

We are a busy, friendly school where our pupils are at the core of everything we do. We have an experienced and dynamic team of teachers who strive to give our pupils an excellent start in learning, across the curriculum and beyond.

We value each child's unique contribution to our school community; every child is special and brings their own personality, skills and talents to our school which we celebrate and build upon.

There is a strong community aspect to our school with a committed governing body and enthusiastic and imaginative 'Friends of Icknield Primary School'.

We are a caring and inclusive community and we live and work by the Icknield values of being:

- Ambitious
- Caring
- Creative
- Honest
- Inclusive
- Resilient
- Unique

These values underpin all that we do and are our guiding principles.

Our experienced team of teachers work with the children at the heart of everything they do. We work collaboratively, supporting each other both in and out of the classroom. Our children are happy and engage in learning each day. We strive to ensure the children receive a balanced curriculum and make progress in all areas, preparing them for the next stage of their educational journey.



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development.

For further information about the opportunities available for this role please contact Mrs Sarah Jelliman, Office Manager via email at office@icknielprimary.org or telephone at 01223 508750.

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



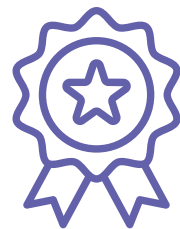
Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

The Icknield Primary School is a one form entry primary academy which forms part of the Anglian Learning Multi-Academy Trust. We are at the heart of a vibrant community in South Cambridgeshire and currently have 220 children within school and preschool. Children enjoy coming to our school where staff care about them, promote positive behaviour and inspire learning.

We are seeking to appoint two caring, reliable and enthusiastic Midday Supervisors to join our friendly and supportive team who:

- Enjoys working with children and supporting their wellbeing and development
- Can promote positive behaviour and encourage good social skills during lunchtime
- Is committed to ensuring the safety, welfare and happiness of all pupils
- Is able to build positive relationships with children and staff
- Can work calmly and effectively as part of a team
- Is flexible, proactive and able to use initiative when supervising pupils and organising activities
- Is committed to safeguarding and promoting the welfare of children

We can offer:

- A dedicated and supportive team
- Enthusiastic and motivated children
- An attractive environment for learning
- Opportunities for training and professional development
- The chance to make a real difference to pupils' school experience each day
- A happy, friendly school.

If you would like to arrange a visit to our school please contact Mrs Sarah Jelliman, Office Manager via email at office@icknieldprimary.org or telephone at 01223 508750.

Job Description

Midday Supervisor

The Icknield Primary School and Pippins Preschool



SALARY: NJC Scale 1, Point 3 (£24,796 FTE), pro rata to the hours and weeks worked

HOURS: 6.25 hours per week (1.25 hours per day, Monday to Friday), term time only

PENSION: Local Government Pension Scheme

DISCLOSURE LEVEL: Enhanced DBS plus Barred List Checks

LOCATION: The post holder will be based at The Icknield Primary School but will be expected to work across the Trust and to travel between sites.

RESPONSIBLE TO: Deputy Headteacher

MAIN RESPONSIBILITIES

The purpose of this role is to ensure the security and care of pupils and to promote their social development during the lunchtime period.

Duties and responsibilities

- Supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- Report to the designated supervisor at the beginning of the lunch period and follow any instructions regarding duties at beginning of the lunch period and receive any instructions with regard to duties.
- Monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to designated supervisor as appropriate.
- Ensure the safety and well being of children, providing emotional support where necessary.
- Arrange and supervise appropriate activities under the direction of designated supervisor.
- Ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- Organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere.
- Deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to designated supervisor.
- Encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- Encourage social skills and good table manners, ensuring safety with knives and forks.
- Clean up spillages of food and to organise clearing cutlery and crockery off tables.

Job Description Continued...

School Premises

- Supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
- Ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- Check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the designated supervisor.
- Take part in training appropriate to the job of midday supervisor.
- Take part in any appraisal arrangement made by the school.
- Undertake any other duties consistent with the purpose of the job.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this role will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Midday Supervisor

The Icknield Primary School and Pippins Preschool

Qualifications and Training

Essential:

- Good standard of literacy and numeracy.

Desirable:

- Relevant training in safeguarding, first aid or behaviour management.

Skills & Knowledge & Experience

Essential:

- Ability to communicate effectively with children and adults.
- Ability to promote positive behaviour and good relationships.
- Ability to work as part of a team and follow instructions.
- Ability to supervise pupils and maintain a safe environment.
- Ability to remain calm and respond appropriately to incidents and emergencies.
- Understanding of the importance of safeguarding and promoting the welfare of children.
- Understanding of the need for confidentiality and professionalism.
- Awareness of health and safety requirements in a school environment.
- Experience of working effectively as part of a team.

Desirable:

- Ability to organise and lead simple games or activities.
- Knowledge of behaviour management strategies and inclusive practice.
- Experience of working with children in a school, childcare, sports, youth work or voluntary setting.
- Experience of supporting children with additional needs.

Personal Qualities

- Positive and proactive attitude
- Cheerful, enthusiastic and energetic
- Reliable, approachable
- Hard-working and a good team player
- Sense of humour

How to apply

Dates

CLOSING DATE:	Monday 20 th July 2026 at midnight
INTERVIEW DATES:	To be confirmed
START DATE:	1 st September 2026, subject to pre-employment checks

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment.

If you are passionate about being a midday supervisor and meet the person specification we invite you to apply for this exciting opportunity via [Recruitment Link](#)

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via: hrrhub2@anglianlearning.org



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.





Get in touch

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