

Briefing Pack for Applicants Midday Supervisory Assistant



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Midday Supervisory Assistant
Location:	Woodthorpe Primary School
Salary:	NJC Grade 1, Point 3: £24,796 (£12.85 per hour)
Actual Annual Salary:	£4081.12 (under 5 years service)
Contract:	Permanent, Part-time: 7.08 hours per week 1 hour 25 minutes per day x 39 working weeks
Start date:	As soon as possible

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

We are seeking to appoint a Lunchtime Supervisor with well-developed interpersonal skills to:

- Supervision of pupils immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
- Supervision of the pupil's entry into the dining area, including supervision of pupils during any journey or walk to the dining room.
- Supervision of pupils in the playground

The successful candidate will have a flexible approach and the confidence and presence to manage whole classes in a professional manner. Applicants should have good communication skills and the ability and desire to work with young people.

If you have any questions and/or would like to discuss this role before submitting your application form, please speak with Sarah Brown, Business Support Manager, via email: enquiries@woodthorpe-mlt.co.uk

Closing Date is 9:00am on Monday 28 September 2026 and interviews will take place on Monday 5th October 2026

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the Trust website [All Vacancies - Minerva Learning Trust](#). **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.** Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.

Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

Thanks for your interest in the post of Cleaner at Woodthorpe Primary. We are proud to be part of the Minerva Learning Trust, and proud of all our amazing children. Working together we aim for the highest possible standards and support each other to ensure they are achieved.

At the heart of our offer is a commitment to staff development. We believe that through investing in our staff, we can support all our children in excelling across the curriculum.

At Woodthorpe Primary it is our mission to provide a curriculum which is **engaging, exciting, relevant** and **fun** for all learners in the 21st century. We teach a curriculum based on the knowledge and skills that children need to acquire in order to be successful in each subject. Alongside this children are given opportunities to develop learning attributes that will support them throughout their lives.

If you believe you have the commitment, determination and drive to contribute to our vision, achieving the very best for **all** our pupils, then we look forward to receiving your application.

Dave Smith
Woodthorpe Primary School Headteacher

Section 4: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Midday Supervisory Assistant
LOCATION	Woodthorpe Primary School
GRADE/SALARY	NJC Grade 1, Point 3: £24,796 gross per annum pro rata, £4081.12 actual salary
RESPONSIBLE TO	Business Support Manager
RESPONSIBLE FOR	N/A
PURPOSE OF THE JOB	To supervise pupils during the school lunch break
RELEVANT QUALIFICATIONS	N/A

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out their duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

The post holder must at all times carry out his/her duties and responsibilities within the spirit of School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

To work as part of a team supervising pupils during the school lunch break, which includes attending to their welfare and domestic needs.

Specific responsibilities will include:

- Supervision of pupils immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
- Supervision of the pupil's entry into the dining area, including supervision of pupils during any journey or walk to the dining room.
- Supervision of pupils in the playground.
- Guidance on table manners.
- Assistance with clearing tables.

- Assistance with washing down tables and resetting where required and when school meals staff are not available.
- Setting up and removal of furniture when caretaker not available.
- Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.
- To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.
- Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.
- To undertake any agreed programme of training.

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with the schools Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Other Specific Duties

- To actively promote school and Trust policies.
- To engage in personal professional development as agreed and engage actively in the performance review process.
- To undertake any other reasonable duties in-line with the nature of the post not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

General

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
- This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 5: Person Specification



Minerva Learning Trust Person Specification



Post title: Midday Supervisory Assistant

Minimum Essential Requirements	Method of Assessment
SKILLS	
Ability to work alone/unsupervised or as part of a team	AF/I
Excellent Communication Skills	AF/I
PROFESSIONAL DEVELOPMENT	
Willingness to actively participate in professional development and training	AF/I
QUALITIES AND ATTRIBUTES	
High expectations of self and others	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 6: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, and voluntary work.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to Sarah Brown School Business Manager – enquiries@woodthorpe-mlt.co.uk
8. The Interview
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be e-mailed to Sarah Brown – enquiries@woodthorpe.sheffield.sch.uk by the closing date.

