



Holy Trinity

Church of England Nursery and Primary School

Working at Holy Trinity C of E Nursery and Primary School

Join our Team



For Appointment of:
Midday Meals
Supervisor





Headteacher Welcome

Aaron Jones

Thank you for your interest in the role at Holy Trinity Church of England Primary School and Nursery. I hope that the information within gives you an insight into our unique opportunity this position offers

At Holy Trinity C of E Primary School, every pupil is precious to us, and we recognise it is a privilege to be entrusted with children's education. We value the uniqueness of each child, made in the image of God, and seek to provide a sometimes tailored, sometimes adapted, holistic, curriculum and pastoral care offer, which empowers everyone with the strength, knowledge, and wisdom to succeed and flourish. We encourage our pupils to think critically and to develop a growth mindset, so they view challenges as opportunities to learn and increasingly grow in personal resilience and aspiration.

We are deeply committed to promoting the strong relationship between home, school, and parish as we feel that this partnership is the key to producing the best possible education, within and beyond the classroom.

Our team of dedicated professionals go above and beyond every day to ensure children have the best education and live life to the fullest through our values of Respect, Honesty and Love.

In the Autumn of 2020, Holy Trinity joined Aletheia Academies Trust. Holy Trinity chose an established Trust, whose vision and values aligned with ours, which has proven to be both a rewarding and positive experience for our school community; providing the best education and experiences possible for all.

I look forward to receiving your application.

Holy Trinity Church of England Nursery and Primary School



Holy Trinity Church of England Primary School is a two form entry primary school in the vibrant and diverse town of Gravesend, Kent. Our school is part of the Diocese of Rochester and a member of the Aletheia Trust. We have a strong commitment to the teaching of Christianity, where we welcome children, staff and adults of all faiths and none.

Through our theologically rooted vision: Your Word is a Lamp to Guide me, and a Light for my Path, Psalm 119:105, we live the Gospel values of Respect, Honesty and Love. At the centre of this is the pursuit of the highest standards possible in education because we want to develop our pupils as well-rounded individuals and lifelong learners who are spiritually motivated and creative problem solvers, and who leave us fully prepared for the rigours of secondary education.

Our curriculum is based on the best that has been thought and said, and our pupils enjoy learning which is contextualised, adapted, vocabulary-rich and offers sound experiences to build knowledge, skills, and cultural capital.

Holy Trinity is proud to be part of the Aletheia Academies Trust and we work collaboratively with our partner schools to provide a wide range of exciting learning and enrichment opportunities for our children and staff. Working as part of the Trust gives us the benefit of shared professional development opportunities and the sharing of good practices amongst our schools.



Job Description

Job Title	Midday Meals Supervisor
Location	Gravesend, Kent
Duration	Permanent
Work Hours	Term-time - 8.75 hours per week (Mon – Fri 11:45am to 1.30pm)
Reporting to	Office Manager
Salary	AAT A.1 – actual salary: £5,279 per annum
Pension	LGPS



About the Role

We are looking to appoint a Midday Meals Supervisor to join our friendly and supportive team. This is a fantastic opportunity to play a vital role in creating a safe, enjoyable, and inclusive lunchtime experience for our children.

As a Midday Meals Supervisor, you will help ensure that lunchtimes run smoothly and safely. Your responsibilities will include:

- Supervising children in the dining hall, playground, or other areas during the lunch break.
- Encouraging healthy eating and positive behaviour.
- Supporting children's wellbeing and promoting a happy, friendly atmosphere.
- Working closely with colleagues to maintain a safe and caring environment.

We would love to hear from you if you:

- Enjoy working and playing with young children.
- Are committed to enabling every child to achieve the very best they can.
- Have a belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.

Key Responsibilities



General Duties

- Supervise and care for children during the lunch break, ensuring their safety and welfare and helping them to develop good eating habits.
- Work as part of a team to ensure consistency and effectiveness, contributing to the positive ethos and environment of the school.
- Follow the school's behaviour policy in dealing with poor behaviour and encouraging good behaviour.
- Play games with the children, initiating and supervising activities.
- Undertake any additional activities that have been put in place and requested by the Deputy Head Teacher.
- Adhere to the need for confidentiality at all times.

Playground Duties

- Help children develop good social skills; playing games, taking turns, and caring for one another.
- Be actively involved in the children's play; leading and organising games and activities.
- Escort children to and from the toilets, ensuring they are not left unsupervised in school.
- Ensure children are playing safely.
- Deal with First Aid matters or to report them to a First Aider.
- Lead children back into class, ensuring children are sensible and calm, ready for their afternoon learning.





Lunch Hall Duties

- Assist with setting up tables, laying up places (knives and forks) and pouring drinks. To assist with clearing away after meals, wiping tables, and putting tables away.
- Follow the established procedures in directing children to collect food and return trays, cutlery, and cups.
- Clean up food and water spillages on tables and floors.
- Help children with skills such as cutting food, using cutlery correctly and eating properly and to also develop children's skills in social interaction.
- Help children with lunchboxes to manage their food i.e., opening packets, drinks, etc.
- Inform class teachers if packed lunch boxes contain items that are not part of the school's policy i.e. fizzy drinks.

This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by their Line Manager/Head of School.

“Children make a good start to their learning in early years.”
- OFSTED





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Qualifications and Experience

- Experience working with children.
- Achieved or working towards a relevant qualification.
- First Aid qualification.
- Experience working as part of a team, sharing working knowledge and skills.

X

X
X
X

Skills and Knowledge

- Have a basic awareness of health and safety practices.
- To have the ability to quickly assimilate new procedures and working methods.
- Ability to demonstrate good strategies for managing children, ensuring they are involved and engaged.
- Ability to work on own initiative.
- To be able to develop a range of play/learning related skills.
- Good communication skills at all levels to build relationships with children and members of school staff.

X
X

X
X
X

Personal Qualities

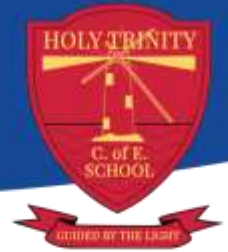
- Work flexibility, able to rearrange work plans in relating to changing priorities.
- Interact sensitively with other workers, children and parents.
- Listen to understand the needs of all children.
- You will need to be patient, firm but fair and have a calm approach.
- To be able to inspire, motivate and foster excellent relationships, working in partnership with school staff.

All Essential Criteria

E = Essential

D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheia-trust.org.uk

01474 533 082

To apply for this role, please visit [MyNewTerm](#).



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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