

The journey starts here...



Clayton St John C of E Primary School Recruitment Pack



Lunchtime Supervisor

1 x Part Time Permanent, 1 x 12 months Maternity Cover

Required for 1st September 2026

6.25 hours per week TTO – 11.50 – 1.05pm,

Scale: Band 3, SCP3, £13.45/hour

Actual Salary: £3,671.91 per annum

Closing date: Monday 13th July, 9am

Interview: Thursday 16th July

Growing together in God's love.

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... at Clayton St. John

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Dear Prospective Applicant,

Thank you for taking an interest in this role. This is an exciting opportunity for an outstanding candidate who is highly motivated with a desire to support children.

The ideal candidate will have the skills, experience and knowledge to provide support to our pupils at lunchtime with aspirations to develop further. We are looking for someone with enthusiasm for all aspects of school life. In return we offer you the opportunity to contribute to the future of Clayton St John CofE Primary.

Clayton St John CofE Primary is a 2-form entry Church of England Primary School and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford.

Clayton St John is a pupil-centred place of learning, fully committed to providing all the children in its care with the highest quality of education. Our goal at Clayton St John CofE Primary is to become an outstanding school that delivers educational excellence. You will be fortunate to work with a leadership team that demands the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We are seeking to appoint an someone who has the drive and commitment to contribute to the success of our children.

Clayton St John is part of a Trust, a family of 21 schools. The 16 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

This is an exciting opportunity for a forward-thinking professional to make a sustained and substantial contribution to the growth and development of the school and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Gemma Emsley

Gemma Emsley
Headteacher, Clayton St John CofE Primary School

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Clayton St John C of E Primary School

Vision and Values

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.

Vision

'Growing together in God's Love'

"Give thanks to the Lord, for he is good; his love endures forever."

1 Chronicles 16:34

Our Values

"Growing Together in God's Love"

To grow together we will follow Clayton St John's
Be Ready Values:

- Be Kind and Friendly
- Be Safe and Wise
- Be Truthful and Forgiving
- Have Courage and Respect

***"Give thanks to the Lord, for he is good;
His love endures forever."***

1 Chronicles 16:-34

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About BDAT

Clayton St John CofE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Clayton St John CofE Primary school. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

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Job Title: Lunchtime Supervisors
Scale: Band 3, SCP3
Hours: Part Time 6.25 hours per week

Job Purpose:

The Lunchtime Play Leader will:

- Provide a caring, secure environment, through individual attention and group activities.
- Organise an appropriate range of play and sports activities for children from 4-11 years of age during lunchtimes.

Main Duties and Responsibilities:

The Lunchtime Play Leader will:

- Supervise, care for, integrate and play with the children.
- Collaborate with other members of the team and school staff and show a flexible and enthusiastic approach to the job.
- Prepare the playground prior to lunch and tidy all allocated areas following lunch.
- Ensure safe monitoring of the whole playground.
- Monitor and uphold the school's expectations and ethos.
- Comply with any and all school policies.
- Ensure that children are safely supervised at all times.
- Work within health and safety guidelines including attending all health and safety training.
- Be aware of all health and safety regulations including fire safety procedures.
- Promote and safeguard the welfare of pupils at the school, using the school's reporting system for any concerns or disclosures.
- Improve the lunchtime experience for all pupils.
- Contribute to and organise planning of lunchtime activities, particularly games and sports activities to ensure that the children are physically active.
- Be involved in weekly team meetings and staff discussions to support the smooth running of lunchtimes and deal with any behaviour/safety issues that have arisen.
- Consider individuals and groups of children of all levels of ability when organising play activities.
- Make lunchtime a fun and exciting part of the school day.
- Assist in establishing an exciting, purposeful, and safe lunchtime environment, to enable children to feel secure and happy.
- Always assist with the general welfare and safety of all pupils, including the administration of first aid and caring for children who are unwell.
- Keep relevant documentation up to date.
- Undertake other practical tasks to assist in the running of the school, as required.



General Requirements:

- Be committed to maintaining and developing the Christian character of the school.
- Fully supportive of our school’s values and ethos.
- Be committed to the safeguarding and welfare of children.
- Be committed to Equality, Diversity and Inclusion.
- Willing to engage fully with the local community.

Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.

Qualifications	Essential	Desirable
Good level of general education.	✓	
Food Hygiene Training		✓
First Aid		✓
Experience & Skills	Essential	Desirable
Experience of working with children in an educational setting or similar.	✓	
Understanding of and commitment to following all safeguarding procedures of the school.	✓	
Ability to communicate in an appropriate manner with children/adults.	✓	
A good level of spoken and written English.	✓	
Commitment to enhancing pupils’ lunchtime experiences by encouraging play and social skills.	✓	
Ability to deal with challenging behaviour.	✓	
Ability to act upon own initiative.	✓	
Training	Essential	Desirable
Willing to undertake any relevant training and attend courses. E.g. First Aid	✓	
Special Knowledge	Essential	Desirable
Ability to understand oral instructions.	✓	
Knowledge of basic Health & Safety in the workplace.	✓	
Ability to maintain confidentiality and understand data protection.	✓	
Personal Circumstances	Essential	Desirable



Flexible in terms of working evenings on occasion in line with school calendar	✓	
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Not required to take holidays during school term time.	✓	
To grow together we will follow Clayton St John's Values <ul style="list-style-type: none"> • <i>Be Kind and Friendly</i> • <i>Be Safe and Wise</i> • <i>Be Truthful and Forgiving</i> • <i>Have Courage and Respect</i> 	✓	
Disposition/Attitude	Essential	Desirable
Be a good team player.	✓	
Be a good communicator with pupils, staff and visitors.	✓	
A calm and caring nature.	✓	
Be productive and work with enthusiasm.	✓	
Be willing to be supportive of the Christian Ethos and distinctive nature of our church school.	✓	
Reliable, dependable and calm in difficult circumstances.	✓	
Practical / Intellectual Skills	Essential	Desirable
Punctual, reliable and trustworthy.	✓	
Able to manage time effectively.	✓	
To be thorough and pay attention to detail.	✓	
Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none"> • the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community". 	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

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THE CHURCH
OF ENGLAND
Diocese of Leeds

bdot
Bradford Diocesan
Academies Trust

How to Find Us MAP



Clayton St John C of E Primary School, Bradford Rd, Clayton, Bradford BD14 6DD

T: 01274 815862

W: www.claytonce.co.uk

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Selection Process Guidance

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check. We will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Suzanne Wahed, via email: office@claytonce.bdat-academies.org to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed via MyNewTerm. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you via MyNewTerm with e-mail confirmation. If you are unsuccessful, you will also be informed.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer. **We are unable to accept references from family members.**

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Interview Process

The interviews will be held at the school and will consist of tasks and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity with you.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Timeline

Closing date: Monday 13th July, 9am

Interview: Thursday 16th July