



Robert Bloomfield Academy Application Pack

Midday Supervisor

Start Date: ASAP





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www.bestacademies.org.uk



INTRODUCTION

Welcome to Robert Bloomfield Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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School Manager

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Robert Bloomfield Academy

Bloomfield Drive, Shefford, Bedfordshire SG17 5BU

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT ROBERT BLOOMFIELD ACADEMY

Robert Bloomfield Academy is a popular middle school with approximately 1,000 pupils located in the town of Shefford.

The school has received three consecutive Outstanding Ofsted reports, and has built up an enviable reputation as one of the highest performing schools in Central Bedfordshire.

Situated in the heart of the community, pupils, parents and staff are incredibly proud of their school and reap huge rewards academically and pastorally over the four-year journey we currently offer.

No stone is left unturned in the pursuit to maintain our outstanding school vision and you will find that the curriculum and opportunities presented to the pupils at Robert Bloomfield is above and beyond that of other schools.

We have a superb learning environment, enhanced by specialist facilities across numerous subjects, which enable us to offer a full range of opportunities in and beyond the classroom.

Above all, we are a caring community that values each child and provides them with the opportunity to fulfil their potential and enjoy learning. We believe in building a child's confidence, adaptability and resilience for the future within an ordered and structured environment, where high expectations are a habit.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: 11pm, Wednesday 16th September 2026

Interview date: Week commencing 21st September 2026 (Date/Time TBC)

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We reserve the right to close this vacancy at any time. Therefore, we encourage early applications to ensure consideration for this post.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Midday Supervisor
Based at	Robert Bloomfield Academy
Salary/Grade Range	NJC scale 1D (point 3) Actual Salary: £5834.50 annual
Responsible to	Senior Midday Supervisor
Hours	10 hours per week Mon – Fri: 12.15pm to 2.15pm, Term time plus 5 training days.

Purpose of Role

To be responsible during the midday break, for the safety, general welfare and conduct of pupils.

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
4. Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
6. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
7. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play/games as appropriate inside school on wet days.



8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake any other duties of a similar level and responsibility as may be required.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Midday Supervisor

Attributes	Essential	Desirable
Education and Qualifications	Good standard of education	Previous experience in a similar post Previous experience of working in an educational setting
Skills and Experience	Experience of children (including own children) Empathy with the needs of children and young people. Ability to work as part of a team and to use own initiative when appropriate. Willingness to undertake First Aid training	Current first aid qualification
Personal Attributes	Ability to work hard and take pride in the job with commitment to achieving high standards of cleanliness and hygiene Willingness to undertake further training Trustworthiness Ability to undertake manual work and to perform tasks set out in the job description	
Other	Appropriate DBS clearance, references and checks (before the post is taken up)	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

