

Welcome from the Headteacher – Mr E Wheatley

Thank you for your interest in the role of **Midday Supervisor** at Raynsford Church of England Academy.

This is an important role in our school community, helping to ensure that lunchtimes are safe, enjoyable, and positive for all of our children.

We are seeking a caring and reliable individual who enjoys working with children and can help us maintain a calm and purposeful lunchtime environment. The successful applicant will be patient, flexible, and proactive in supporting children both in the dining hall and in the playground, contributing to their wellbeing and happiness.

We are looking for someone who:

- Is enthusiastic, caring, and able to communicate well with children and adults
- Is reliable, flexible, and enjoys working as part of a team
- Will embrace and champion our Academy's vision, values, and aims
- Can help create a positive and safe lunchtime experience for all pupils

In return, we can offer:

- A supportive and committed staff team and Governing Body
- A welcoming and inclusive school environment
- Children who are eager, enthusiastic, and enjoy playtime activities
- The opportunity to play a key role in our friendly school community

If you would like to visit us, we would be delighted to show you around and share more about our school. Please contact Sue Saunders on **01462 812319** or email **office@raynsfordacademy.co.uk** to arrange a time.

Closing Date: Midday on Wednesday 29th April 2026

Interviews: To be confirmed

✉ Applications should be made via **MyNewTerm**. Please note that CVs will not be accepted.

We look forward to receiving your application and welcoming the right candidate to our team.

Mr E Wheatley
Headteacher

Our Vision

At Raynsford Church of England Academy, we believe every child and adult is uniquely made and a gift from God. Rooted in our Christian foundation, we provide a safe, inspiring, and nurturing environment where all are welcomed — those of Christian faith, other faiths, or none.

Our vision is simple but powerful:

All thrive in a safe environment, where they are celebrated for their uniqueness and are empowered to meet their full potential.

We celebrate diversity, embrace individuality, and deliver a curriculum that sparks curiosity, wonder, and a love of learning in an ever-changing world. Our aim is for every child to flourish academically, spiritually, socially, and morally and to leave us confident, resilient, and ready for the future.

Our Values

Our ethos is built on Gospel values which shape all aspects of school life. We summarise these through our FRIEND values:

- **Forgiving**
- **Respectful**
- **Inclusive**
- **Empathetic**
- **Neighbourly**
- **Determined**

These values help our children grow as reflective learners, and support the development of a calm, caring, and purposeful environment.

Our Aims

We aim to provide a broad, stimulating, and enriched education within an atmosphere of excellence and enjoyment, where:

- Every member of our community is valued equally and treated with respect.
- Children are nurtured into **confident individuals, successful learners, and responsible citizens.**
- Everyone's strengths and talents are recognised, celebrated, and used to contribute to the wider community.
- High expectations encourage all pupils to be confident, independent learners who persevere and achieve their very best.
- Partnerships with families, governors, and the wider community support and enrich children's learning.

Job description: Midday Supervisor

Raynsford Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

| | |
|-----------------------|--|
| Salary: | Level 1D Point 3 FTE £ 24796 Actual £ 4,376.24 |
| Hours: | 7.5 hrs per week 11.45 – 1.15pm |
| Contract type: | Fixed term, term time only. |
| Reporting to: | Headteacher |

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor children that aren't engaging in play and feedback any concerns to class teachers
- Support identified pupils, including those with SEND or additional needs, in line with individual support plans, ensuring inclusion and positive engagement during lunchtime. This may include providing targeted or 1:1 support where required.

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages
- Clean the lunch area and put away the tables, chairs and other equipment needed at the end of lunch time.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour or SEND

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Support the resolution of minor conflicts between pupils

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Report any safeguarding concerns immediately in line with the school's safeguarding procedures, including reporting directly to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification – Midday Supervisor

| Criteria | Essential | Desirable | How Assessed |
|--|---|--|-------------------------|
| Qualifications & Training | Willingness to undertake first aid training | First aid qualification | Application / Interview |
| Experience Skills & Knowledge | Experience of working with or caring for children or young people | Experience working in a school environment | Application / Interview |
| | Ability to support pupils with SEND or additional needs, including providing targeted or 1:1 support where required | | Application / Interview |
| | Ability to respond quickly and effectively to issues that arise | Knowledge of basic first aid procedures | Application / Interview |
| | Basic understanding of safeguarding and child protection (training can be provided) | Previous safeguarding training | Application / Interview |
| | Ability to use own initiative and take action accordingly | | Application / Interview |
| | Ability to communicate effectively with children and adults | | Application / Interview |
| | Ability to follow instructions from senior staff | | Application / Interview |
| | Ability to manage behaviour in a fair, calm, and consistent way, following school policies | | Application / Interview |
| | Ability to work collaboratively with colleagues | | Application / Interview |
| | Ability to safely set up and clear away tables, benches and equipment | | Application / Interview |
| Personal Qualities | Caring, patient, and resilient | | Interview / Reference |
| | Reliable and flexible | | Interview / Reference |
| | Commitment to supporting and understanding pupil needs | | Interview / Reference |
| | Uphold and promote the ethos and values of the school | | Interview / Reference |