



Woodlands

Primary School

WOODLANDS PRIMARY SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Woodlands Primary School and Nursery
Sundridge Park
Yate
South Gloucestershire
BS37 4HB

Telephone: 01454 866535

Email: admin@woodlandsprimaryyate.co.uk



Dear Candidate

Thank you for your interest in the role of Lunch Break Supervisor at Woodlands Primary School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. The post is 7 hours per week, term time only Monday to Friday between 11:50am and 13:14pm.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Stuart House: shouse@woodlandsprimaryyate.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Rachel Dean, Headteacher

ABOUT OUR SCHOOL

At Woodlands Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Woodlands Primary School a better chance of success than if they attended any other school in the country.

Inclusion, Collaboration, Success and Achievement run through all aspects of school life.

Inclusion

Embracing diversity and ensuring everyone feels valued and belongs.

Collaboration

Working together as pupils, staff and families to learn and grow.

Success

Empowering every student to reach their full potential and celebrate progress.

Achievement

Striving for excellence and recognising accomplishments in all areas.

Department/team information:

The Lunch Break Team is a team of 10, of which you would be part. This team is overseen and line managed by the Deputy Headteacher.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, point 03, £24,796 per annum FTE (£4,056.47 per annum pro-rated).

HOURS OF WORK

This position will be for 7h per week, Monday to Friday between the hours of 11:50 am and 1:14 pm. The position is term time only – 38 weeks per year.

PLACE OF WORK

Woodlands Primary School, Sundridge Park, Yate, BS37 4HB.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Lunch Break Supervisor
Responsible to:	Deputy Headteacher
Responsible for:	None

ROLE OVERVIEW

Woodland Primary School is looking for a team player with a great work ethic to be able to supervise children during the lunch time break. You will be able to promote the involvement and engagement of children in purposeful and engaging play and be flexible in carrying out social skills activities where appropriate. This post would suit an enthusiastic, self-motivated individual with a positive, 'can-do' attitude.

The School is looking for someone who will form positive relationships with children and the Woodlands team to support them and continue to develop the outstanding provision that has been established.

MAIN DUTIES AND RESPONSIBILITIES

- General supervision of all children during the lunch period, in the dining hall, playground, outdoor areas and classrooms (during wet play).
- Encouragement of purposeful play and social skills activities (if required)
- Ensuring children tidy up/clear up in a satisfactory manner.
- To clear, wipe and clean dining hall tables and floor, setting out/putting away dining hall tables and clear up any spillages.
- Checking that children are in the right place at the right time and not playing in toilets, cloakrooms etc.
- Dealing with minor first aid problems. Reporting any accidental injury in accordance with the school first aid policy.
- Dealing with children who have been unwell, (including cleaning up any mess where necessary, if the caretaker is off site for any reason).
- Work in close cooperation with other school staff, being part of the school team.
- Reporting and escalating any concerns to the Senior Lunch Break Supervisor, a member of SLT or the Head teacher.
- Contribute to the "Outstanding in All" ethos of the school.
- Willingness to undergo relevant training, as available.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a professional position

BEHAVIOR AND SAFETY

- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

- Ensuring children remain safe and accounted for at all times during the lunchtime break.
- To promote and reinforce the Trust and School policies, practices and procedures, including an awareness of child protection, and health and safety responsibilities
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence for all children.

TEAM WORKING & COLLABORATION

- Participate in any relevant meetings and professional development opportunities at the school, which relate to the children or organisation of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Cover for absent colleagues as needed.

OTHER

- To have professional regard for the ethos, policies and practices of the school in which you carry out your role, and maintain high standards in your own attendance and punctuality.
- To uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Make a positive contribution to the wider life and ethos of the school. Perform any reasonable duties as requested by the Headteacher.

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

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least 5 GCSE or equivalent which must include a C/4 grade in Maths & English	x	
Be willing to undergo training as required in order to develop within the role.	x	
A first aid certificate in paediatric first aid.		x
Skills and experience		
Experience working with children and ability to relate to them.	x	
Experience of working as part of a team	x	
Experience of following management instructions	x	
Be aware of and able to maintain confidential aspects of the role.	x	
Experience of following a Safeguarding Policy and procedure	x	
Personal attributes		
Be able to organise and supervise simple games for primary age children	x	
Be patient and calm by nature	x	
Be firm but fair in matters of discipline, following school Behaviour Policy	x	
Be an excellent role model for children.	x	
High levels of professional integrity	x	
Flexible to undertake any reasonable task	x	
Commitment to working within the Schools Safeguarding Policy and Procedure	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59am on **30th August 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held **w/b 31st August 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post **as soon as possible**.



FURTHER INFORMATION

Thank you for your interest in working at Woodlands as part of Greenshaw Learning Trust.

Should you need any further information, please contact
recruitment@woodlandsprimaryyate.co.uk



GREENSHAW
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