

# Midday Supervisory Assistant Recruitment Pack



A photograph of two young girls in school uniforms sitting on a boat. The girl in the foreground is wearing a blue cardigan and black trousers, looking towards the camera with a smile. The girl behind her is also smiling. The background is a bright blue sky with scattered white clouds.

# WELCOME

We are looking for an Midday Supervisory Assistant to join our friendly and supportive lunchtime team at Brimsdown Primary School.

The successful candidate will need to be reliable, committed and passionate about working with children.

# BRIMSDOWN PRIMARY

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Brimsdown is a thriving nursery and primary school at the heart of our local community, where we all strive to build a better future together.

From the three-year-olds who join our Ofsted Outstanding early years provision, through to our amazing Year 6 pupils who are ready to embark on their next chapter, we nurture and inspire a love of learning, a respect for others and a determination to make a difference.



*“This is an inclusive, kind, and happy school. Pupils learn in a calm and caring environment. Leaders recognise that pupils benefit from consistency and stability, and this is seen across the school. This means that pupils have very clear routines, and they develop strong habits for learning from the very start of their time in school. Pupils behave exceptionally well around the school.”*

~ Ofsted, December 2023

## Building a Better Future Together

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# KEY INFORMATION

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**Age range:**

3 - 11

**Location:**

Enfield, London

**School type:**

Academy converter  
Ivy Learning Trust

**Pupils on roll:**

519

**Children eligible for FSM:**

52.3%

**2024 KS2 results:**

55% achieved expected  
standard (combined)

**Ofsted:**

Good, December 2023



*“The very strong ethos of inclusion is exemplified by the teaching of British Sign Language. All pupils learn to sign, which means that they can communicate with the deaf pupils in the school, as well as learning a useful life skill.”*

~ Ofsted, December 2023

## Our Values

Ivy is a charity and our purpose is to provide education for the public benefit.

At Ivy, we make it easy to make a difference:

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 Easier to Learn.

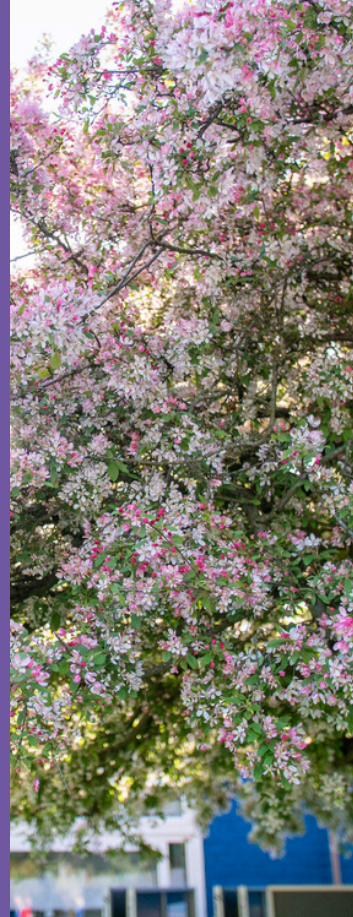
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 Easier to Teach.

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 Easier to Lead.

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Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

# OUR SCHOOLS



# 17

*Schools*

*All Good,  
Outstanding or  
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

*\*Schools inspected since joining Ivy.*

# WORKING AT IVY



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*Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.*

*~ Ofsted, Crabtree Junior, 2023*

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When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

# JOB DESCRIPTION

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## AREAS OF RESPONSIBILITY BEFORE THE LUNCHTIME BREAK

- To prepare the dining room as necessary.
- To prepare the playground games and activities.

## AREAS OF RESPONSIBILITY DURING THE LUNCHTIME BREAK

- To supervise the conduct and discipline of children in the playground, dining room and around the school following set procedures.
- To implement a consistent approach to the school lunchtime behaviour procedures.
- To ensure that children are safe in the playground, dining room and around the school.
- To attend to basic welfare and first aid needs of the children (following school policy).
- To ensure that children's eating arrangements operate smoothly and calmly.
- To keep the dining room hygienic and clean during lunchtimes.
- To carry out and record minor first aid incidents.
- To report all serious first aid incidents to the Health Manager.
- To clear the dining room as necessary after lunchtime.
- During a wet lunch break, to ensure the children are supervised in their classrooms and a calm atmosphere is maintained, with children encouraged in appropriate activities.
- To organise playground games.

## OTHER RESPONSIBILITIES

- To keep abreast of basic first aid techniques / requirements.
- To report to the Executive Headteacher / Deputy Head any concerns about individual children, safety issues and school routines.
- To follow the Racist Incident / Safeguarding Procedures.
- To attend team meetings in order to develop skills and receive key information updates.
- To read the staffroom board for notes to team.

# JOB DESCRIPTION

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## Personal Responsibilities

- Promote equality of opportunity.
- Follow Safeguarding Guidelines and Child Protection policy / procedures.
- Contribute to producing / delivering priorities in the School Improvement Plan.
- Keep own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Contribute to the smooth day to day running of the school.
- Be committed to achieving the school values.
- Work to develop the Trust to have successful, inclusive schools.
- Respond promptly to concerns from parents, staff or students.
- Promote the school in the community.
- Work in partnership with all colleagues including the Governing Body.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook. Have regard for and act in accordance with Health and Safety policy / practice. Celebrate success of pupils and staff.

This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

# JOB DESCRIPTION

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All staff at Brimsdown Primary School are expected to accept reasonable flexibility in working arrangements, including undertaking duties commensurate with the scale of the post and duties normally allocated to posts at a lower scale. The post-holder may be required to work in any of the offices / schools / nurseries within Ivy, as directed by the CEO.

All employees are expected to:

- Comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- Provide emergency back-up cover in the event of staff absence.

Employees are expected to demonstrate consistently high standards of personal and professional conduct. These include but are not limited to:

- Treating pupils with dignity and at all times observing appropriate boundaries.
- Safeguarding pupils in accordance with Ivy Learning Trust's Safeguarding and Child Protection Policy and statutory guidance.
- Complying with Brimsdown Primary School's Code of Conduct.
- Modelling Brimsdown's values and ethos at all times.
- Working within agreed Brimsdown and Ivy Learning Trust policies.
- Responding professionally to parents / carers, visitors and staff.
- Undertaking training and engage constructively in meetings, supervision and other events and activities designed to improve communication and contribute to continuing professional development.
- Carrying out duties and responsibilities with due regard and compliance with Ivy Learning Trust's policies and their personal responsibilities under the Health and Safety at Work Act 1974 and all other relevant legislation.
- Ensuring duties are undertaken with due regard and compliance with the Data Protection Act and General Data Protection Regulation (GDPR).

# PERSON SPECIFICATION

	Essential	Desirable
<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Calm under pressure.</li><li>• Empathetic.</li><li>• Well-organised.</li><li>• Flexible.</li><li>• Able to communicate well with staff and children.</li><li>• Creative.</li><li>• Resourceful.</li><li>• Tolerant.</li></ul>	

# DETAILS AND TIMELINE

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## Contract Type:

Permanent, Part-Time

## Salary:

£28,617 FTE (Pro-rated)  
NJC Scale 2

## Closing Date:

30 June 2026

**Interview Date - TBC**

## Start Date:

September 2026

## Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

Brimsdown Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Headteacher:

020 8804 6797  
[office@brimsdown.enfield.sch.uk](mailto:office@brimsdown.enfield.sch.uk)

