



Willingham Primary School

Recruitment Pack For:

Midday Supervisor

Total of 10 hours per week

11.30am to 1.30pm Monday to Friday Term Time Only

£26,427 to £26,846 pro-rata (Actual pro-rata salary £5,972 to £6,066)

Scale 3 - Point 5-6

Required ASAP

Dear applicant,



Thank you for your interest in the position of Midday Supervisor at Willingham Primary School.

We are seeking a caring, energetic and well-organised individual to work with our lunchtime team. The role involves working as part of a dedicated staff team ensuring the children (aged 4–11) are provided with a safe, and enjoyable lunchtime experience.

The position is term time only, working five days a week.

We are proud of our inclusive and supportive school community here at Willingham Primary, and we are looking for someone who shares our values and can contribute positively to our team.

I encourage you to visit our website to get a greater sense of what we are about and if you would like further information, or wish to visit our school, please contact the office to arrange an appointment.

We hope that this recruitment pack will give you all the information you need, to complete your application for the position of Midday Supervisor at Willingham Primary School.

Please pay close attention to the advert, job description and person specification, as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted, and references sought prior to interview. Any offer of a position will be subject to satisfactory references, a satisfactory pre-employment health check and a DBS check.

Closing date for applications: Midday Monday 21st September 2026

Interviews: Friday 25th September 2026

I look forward to meeting you soon.

Yours sincerely,

Lucy Godby
Midday Lead



School Information

Willingham Primary School (WPS) is at the heart of the community. We are a medium sized school with approximately 362 children on roll. Our purpose-built school includes classrooms, two halls, a library area, ICT suite, sensory room, on-site catering and staffroom. Our spacious grounds include playgrounds, a playing field, wild-life area with pond, quiet outdoor learning spaces, and an outdoor swimming pool. We also have our own pre-school on site – Honeypot Pre-School.

Willingham Primary School is a Local Authority controlled community school.

Our Mission Statement:

The WPS mission is "to provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life."

Our Values and Drivers

At WPS we value:

[HARD WORK : INTEGRITY : KINDNESS]

And we drive towards the following outcomes:

- Active Participation – we all engage with the world around us and focus our attention on what matters.
- Equitable Success – we believe that through knowledge and opportunity, we can all become the best versions of ourselves.
- Improvement – we recognise that learning is a long process, but that we try to get better every day.



Vacancy

Midday Supervisor

Total of 10 hours per week

11.30am to 1.30pm Monday to Friday Term Time Only

£26,427 to £26,846 pro-rata (Actual pro-rata salary £5,972 to £6,066)

Scale 3 - Point 5-6

Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **A DBS check and a disqualification declaration are required for this post. *In line with guidance from the Safer Recruitment Consortium, an online search will be completed for shortlisted candidates.***

We are seeking to appoint a positive and energetic Midday Supervisor.

The vacancy is Monday to Friday from 11.30am – 1.30pm, term time only.

The ideal candidate will:

- Have positive ideas for lunchtime games and activities
- Be flexible, calm and enthusiastic
- Have high expectations of behaviour and achievement
- Have experience working with children
- Enjoys working as part of a team

Benefits of working for us include:

- On-going staff training and opportunities for professional development
- A happy school with happy children
- A supportive environment where contributions and ideas are encouraged, valued and supported.
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support.
- 1 wellbeing day a year, Cycle to work scheme, yearly flu vaccination and Government Pension Scheme.

The right candidate will align completely with our values of **hard work, integrity and kindness** and will support us in achieving our mission statement:

To provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life.

Visits to the school are strongly encouraged. Please contact the School Office on 01954 283030, to arrange a visit.

Apply for this position via My New Term <https://mynewterm.com/jobs/110622/EDV-2026-WPS-93211>

This appointment is subject to Enhanced DBS Check, Barred List Checks and two positive references.



To apply for this position, please submit a letter of application to the School Business Manager outlining how you meet the person specification and what you would bring to the role. Your letter should demonstrate your experience and strengths, and how these align with the values and approach of Willingham Primary School.

Closing date for applications: Monday 18th May 2026 at 12.00pm

Interviews: Week commencing 18th May 2026

Start Date: ASAP



Job Description

Job Title: Midday Supervisor
Salary: Scale 3 Point 5-6
Reporting to: Midday Lead

Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

To ensure that all pupils have the knowledge, experiences and self-confidence to excel at primary school and make choices now and in the future to live a happy and fulfilling life.

Purpose of the Job:

- To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Main Duties and Responsibilities:

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable other to do the same
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.

Health and Safety

- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- Putting out, setting up and clearing away tables and chairs in the Dining Hall.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- To clean up spillages of food and to organise the clearing of cutlery and crockery off tables.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Midday Lead.
- To liaise with the school office to ensure that pupils who leave the school site during lunchtime have permission to do so and are signed out.

Support for pupils

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To monitor and manage the behaviour of pupils in line with the school's Self-Regulation and Behaviour Management Policy, reporting any incidents, as appropriate.



- To arrange and supervise appropriate activities under the direction of the Midday Lead.
- To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere.
- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise pupils on the school premises in the hall, classrooms, and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.

Compliance

- To report to the Midday Lead at beginning of the lunch period and receive any instructions with regard to duties.
- To take part in training appropriate to the job of midday supervisor.
- To take part in any appraisal arrangement made by the school.

Administration

- To ensure that any first-aid, behaviour or safeguarding incidents are logged on the school systems

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Midday Supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Midday Lead.



Person Specification Midday Supervisor

Essential		Desirable
Qualifications		Current First Aid qualification
Experience	The Midday supervisor should have experience of supervising children.	In addition, they might have experience of working with children on a voluntary or paid basis.
Knowledge and understanding	should be able to recall the ways in which they have successfully managed children's behaviour.	In addition, they might also have knowledge and understanding of: • child development and social interaction; • the value of constructive play opportunities.
Skills	able to: • talk to children and adults in a clear and calm manner; • work as part of a group and on their own; • encourage high standards of pupil behaviour at all times; • respect confidential information; • initiate games and activities appropriate to the age of the children; • remain calm in a crisis; • undertake appropriate training as required. Physically able to put out and clear away tables, stack chairs etc.	In addition, they might also be able to: • recognise behaviour giving cause for concern, and inform teaching staff; • teach play activities to other Midday Supervisors; • examine systems critically, and suggest ways of improving efficiency.
Personal characteristics	• Calm under pressure • Tolerant • Able to communicate well with staff and children.	• Well-organised • Creative • Resourceful



Terms of Appointment

Disclosure & Barring Service Check

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Headteacher and Chair of Governors.

Equality & Diversity

Willingham Primary School is committed to promoting equality. The school is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities, and opportunities.

Health Declaration

Appointments will be subject to a satisfactory pre-employment health check.

Hours of Work and Working Pattern

The hours of work for this position will be specified in the job description and advert.

Online Searches

We will undertake online searches of all shortlisted candidates prior to interview.

Pension

You will automatically be enrolled into membership of the Local Government Pension Scheme.

Probation

Appointments will be subject to satisfactory completion of a probationary period of 6 months.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Right to work in the UK

We have a legal responsibility to ensure that you have the rights to work in the UK, before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Qualifications

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of all essential qualifications.



What Willingham Primary School can offer

Our investment in you

Professional Development

The school is committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through CPD programmes
- Regular performance management and appraisal review
- School training sessions

Wellbeing

Employee Assistance Programme

Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our School. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information, and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

Wellbeing Day

The school offers every member of staff one term-time wellbeing day each academic year.

Flu Vaccinations

The school provides the opportunity for all staff to receive a free flu vaccination each year.

Additional Benefits

Pension

As an employee of Willingham Primary School you are automatically enrolled into membership of the Local Government Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earning level) Willingham Primary School also pays into the scheme on your behalf, regardless of earnings.

For support staff the school currently contributes 14.7% of your salary.

Cycle to Work Scheme

Willingham Primary School offers the Cycle to Work Scheme which enables employees to purchase a bicycle, accessories, and safety equipment, to use for at least some of their travel to work, by way of a salary sacrifice scheme. This enables the employee to make savings by reducing their Income Tax and National Insurance liability.

Extended Schools Provision

We run our own in-house breakfast club and after school club and places can be offered to staff's children on the days that they work, if the child attends Willingham Primary School.

Catering

We have on-site catering provision which provides a staff menu bookable daily.



How to Apply

Applications should be submitted via MyNewTerm <https://mynewterm.com/jobs/110622/EDV-2026-WPS-93211>

Visits to the school are welcomed. email office@willingham.cambs.sch.uk or telephone 01954 283030.

The closing date for applications is:

Midday Monday 21st September 2026

