

Olive Hill Primary Academy

A member of Stour Vale Academy Trust



Lunchtime Supervisor Candidate Pack

Happy, Confident, Responsible, Successful



Lunchtime Supervisor
Grade 2 SCP 3
6.25 hours per week / 38 weeks per annum
Monday to Friday, term time only
Salary £3,522 per annum
Required as soon as possible

Olive Hill Primary Academy are looking to appoint a kind, caring, flexible and hard-working individual to work alongside an established team to supervise the children at lunch time in the dining hall, around the school and on the playground ensuring children are well cared for at all times.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS, online, and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.



About Olive Hill Primary Academy

Olive Hill Primary Academy is larger than the average primary academy, with over 470 pupils currently on roll from Nursery to Year 6. On 1st September 2017, the school became part of the Stour Vale Academy Trust. It was a founder member, alongside The Earls High School and Redhill School.

Our core value is the belief that we are here for each and every child. We believe that fairness is giving every child what they need to be happy children, confident individuals, responsible citizens and successful learners. In delivering our core value, we demonstrate a commitment to excellence and continuous growth through developing leadership in every role, trust and transparency. At Olive Hill we deliver a broad and balanced curriculum that incorporates character development, academic achievement and oracy. We are rigorous, robust and relentless in our pursuit of excellence through having the highest expectations of the children and ourselves. We always act with integrity and compassion. It is the strength of our relationships that allow us to deliver a high-quality education to all.

Olive Hill has a stable staff team who share a strong commitment to learning from the best practice in order to provide the best possible education and care for each individual child. The drive for the continued improvement in the quality of teaching has led to significantly improved rates of pupil progress, culminating in much improved attainment by the end of Key Stage Two. In comparison with national expectations, previously our children have entered nursery with low attainment and attainment at the end of Key Stage Two is now above the national figure.

The school provides a popular breakfast club and a private provider, Acorns, works closely with us to provide after school care in the school hall and provision for two-year-olds and three-year-olds in our community room.

Part of the school building dates back to 1938. Since January 2012, a substantial part of the school's budget reserves, and devolved capital have been spent on renovating this space. This has created a much-improved learning environment for children and staff. In 2015 the playground area was enlarged, and a new sport's pitch and forest school area were added. More recently in 2025 new outdoor learning environment was created for our Nursery children.

Historically there has been a high level of mobility across the school, making it even more important that the school continues to have robust assessment procedures and tracking of progress in place, alongside a very consistent approach to fostering excellent conduct and learning behaviour. Good liaison has enabled us to make immediate provision for the specific needs of children who have joined us from other primary schools or recently entered the country.

Our school is a great place to work and learn. We are part of supportive community of parents, carers and other relatives. The staff team are dedicated to their profession and go above and beyond to provide the children with a rich education. The senior leaders act with compassion, integrity and a drive for excellence. The children are incredible and deserve the very best from the adults around them.

Our most recent OFSTED, in January 2022, recognised that:

"Staff expect pupils to behave well, and they do. Pupils know they must always be ready, respectful and safe"

"Pupils are at the centre of leaders' thinking in this inclusive school. Staff know the pupils well. They have an accurate view of pupils needs. Staff make sure that pupils are supported emotionally and that their pastoral needs are met. Leaders and staff want the best for pupils. They build caring relationships with them and their families"

"Pupils said that they feel safe and happy at school, and that they would recommend their school to anyone"



Lunchtime Supervisor Job Description

Reports to:

The school leadership team

Purpose of the Role:

To ensure that children are safe and well cared for during lunchtime, whether this be on the playgrounds and fields or within the school building.

Main tasks:

- Maintaining a high level of supervision of children in areas of the building and grounds which are in use during lunchtimes.
- Actively promoting high expectations of children's behaviour and encouraging them to develop independence and to care for each other.
- Ensuring that indoor areas of school remain a safe and appropriate place for the children to eat e.g. by ensuring that spillages are quickly cleaned up, by ensuring that the children clear their trays/crockery/cutlery/lunchboxes away when they have finished eating etc.
- Ensuring that the playgrounds and fields remain a safe and appropriate place for children to play e.g. by quickly reporting any damaged equipment to the school office, by reminding children to remain within the areas set aside for play each day etc.
- Reporting incidents to class teachers and the leadership team swiftly and appropriately.
- Organising and leading structured play to ensure children have a positive lunchtime experience.
- Encouraging social skills and table manners.
- Undertaking minor first aid duties.
- Undertaking appropriate training.
- Following the school's safeguarding procedures and work with the staff team to ensure safeguarding takes priority.
- Add to school records of lunchtime incidents as and when appropriate.
- Any other appropriate duty as directed by the leadership team.

Person Specification:**Qualifications/Training**

Willing to undertake appropriate training.

Practical Skills

Be able to communicate effectively with the children and adults in school.

Be able to adhere to safeguarding procedures, fire evacuation procedures, expectations of lunchtime supervisory assistants and other policies and procedures.

Be able to promote good behaviour, care and respect.

Be able to identify risks to children's safety.

Be able to promote basic hygiene.

Personal Qualities/Attitudes

Be committed to all children being safe and happy at lunchtime within the wider context of the school's commitment to the best education and care.

Be positive, particularly about children.

Be reliable, punctual, flexible and work well as part of a team.

Have a proactive approach to safety and security

Have a professional approach to the role of lunchtime supervisory assistant.



**For an informal discussion and to arrange a visit to the school
please contact:**

Deborah Walker
Executive Headteacher
Or Megan Walters
Head of School
Telephone 01384 958439

Closing date for applications:

Monday 16th March 2026

Shortlisting:

Tuesday 17th March 2026

Interviews:

To be confirmed

Please visit our websites

<http://www.svat.org.uk/>

<http://www.olive.dudley.sch.uk/>

**Please complete your application through 'My New Term'
CV's will not be accepted**

All candidates are subject to Safer Recruitment Procedures.