



VISION

MULTI ACADEMY TRUST

RECRUITMENT PACK

Mid Day Supervisor



Welcome from the CEO



Welcome to our multi academy trust.

Thank you for your interest in joining Vision Multi Academy Trust as a Midday Supervisor at East Ward Primary School.

We are very proud of our Trust. Our Members, Trustees and Staff work relentlessly in collaboration to ensure our pupils have an exceptional education.

Vision MAT was formed in July 2017. It came into fruition as a natural development of positive relationships built between neighbouring schools in the local area. We continue to work in partnership with all schools in the locality and beyond. We believe that collaboration is the key to a successful education system.

All Schools within Vision MAT have the commitment to share their ideas, their expertise and their unique experiences, so that children and staff can learn, develop and grow together.

We take collective responsibility for our pupils; pooling our energy to find solutions to problems that arise and removing barriers that may prevent success.

As the interim Chief Executive Officers, it is our role to oversee the teams and strategies the MAT uses to ensure that we are consistently delivering the highest quality teaching and learning and operate with effectiveness. We focus on being good, or better every day. We are delighted that all schools within Vision MAT have been graded good by Ofsted. Our aspirational culture ensures that we work tirelessly to support and challenge our pupils to be the very best that they can be.

If you believe you can make a positive contribution to our Trust and its schools, then we would be delighted to hear from you.

Yours faithfully



Kathryn Mort and Chris Bell
Interim Chief Executive Officers

Dear Candidate

The Governors of Higher Lane Primary School are seeking to employ an enthusiastic and passionate Mid Day Supervisor to secure the safety, welfare and good conduct of pupils during the mid-day break period in accordance with the practices and procedures of the Trust. This post is permanent. Hours of work are 5.42 hours per week, term time only worked in accordance with service requirements. The salary is £3073 per annum.

Higher Lane Primary School is a good school which enables pupils to learn in a climate which motivates and engages.

Are you...

- ➔ Looking for a role that is valuable and rewarding?
- ➔ Looking to join a school team that is committed to changing children's lives and ensuring everybody has positive outcomes?

If yes, we want you to apply for this post.

You must possess a willingness to participate in relevant training and development opportunities.

You will be welcomed into a team committed to continually raising standards and upholding the distinctive ethos of this friendly and inclusive school.

Employees of Higher Lane Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm.

If you wish to visit the school prior to making an application, please contact the school on 0161 764 6065 or by e-mail at jmccoy.higherlane@visionmat.com

Closing date on **Wednesday 1 April at 12noon**

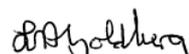
Shortlisting to take place on **Thursday 2 April 2026**

Interviews to take place **week commencing Monday 20 April 2026**

We have a commitment to safeguard and promote the welfare of children, so an enhanced criminal record check will be undertaken for the successful candidate. The offer of employment is also subject to two satisfactory references, one being from your current or most recent employer. We will also require confirmation of qualifications, proof of your identity and your right to work in the UK.

Thank you for your interest in Vision Multi Academy Trust and East Ward Primary School. Best wishes for your application.

Yours faithfully,



Mr Laurence Goldberg, Chair of Trustees

**Mrs Kathryn Mort &
Mr Chris Bell,
Interim CEOs**

**VISION MULTI ACADEMY TRUST
JOB DESCRIPTION & PERSONAL SPECIFICATION**

Post Title:	Midday Supervisor	
Salary:	£3073 per annum	Post Grade: Grade 3
Location:	Higher Lane Primary School, Egerton Road, Whitefield, Manchester, M45 7EX	Post Hours: 5.42 hours per week Monday – Friday, Term time only
Purpose and Objectives of Post: To secure the safety, welfare and good conduct of pupils during the mid-day break period in accordance with the practices and procedures of the Trust.		
Accountable to: Mr Ian Tetlow - Headteacher		
Immediately Responsible to: Office Manager		
Duties/Responsibilities		
<ul style="list-style-type: none"> • To supervise young children whilst they use the toilets and wash their hands. • To control the dinner queue. • Supervise pupils eating their dinners and packed lunches. • Cut up food for young children and show them how to use their cutlery, if necessary. • Prevent pupils from taking food outside the dinner hall. • Supervise and control the behaviour of pupils whilst they eat their meals and in the playground. • Check that pupils do not congregate around areas that they should not (ie. toilet blocks). • Wipe spillages on the floor and tables incurred during the meal. • Be aware of emergency procedures eg. fire drill and know what action to take. • Supervise children in designated areas other than the playground during bad weather. • Report all accidents and incidents to the designated member of staff as required by the school. • Ensure pupils do not leave the school without permission of the Head Teacher. • To work individually or as a member of a team and to co-operate with other members of staff within the school. • To undertake training as required. • To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. 		
Hours of work are 5.42 hours per week, Monday to Friday, term time only, worked in accordance with service requirements.		

Person Specification

<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<ul style="list-style-type: none">• Ability to supervise and assist pupils during lunchtimes• Ability to control the behaviour of pupil whilst they eat their meals and in the playground• An Awareness of emergency procedures e.g fire drills	<p>✓</p> <p>✓</p>	<p>✓</p>
The successful candidate will have:		
<ul style="list-style-type: none">• Punctual and professional• Able to maintain successful working relationships with colleagues.• Reliable and able to be flexible in their approach to work.• Positive and engaging.• Able to plan and take control of situations.• Empathetic to those who face barriers to their learning.• Patient with pupils who take longer to understand information. <p style="text-align: center;">Additional requirements</p> <ul style="list-style-type: none">• The capacity to work flexibly.• An enhanced DBS check.• Available references from a previous employer or organisation		