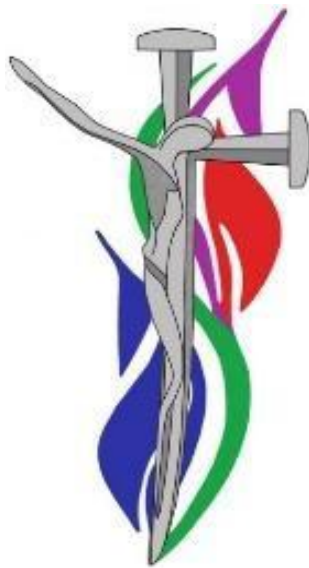


Holy Cross Catholic Multi Academy Company (MAC)



Achieving together in faith

Lunchtime Supervisory Assistant Application Pack



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2. Job Description and Personnel Specification

Applications must be made via the **My New Term** jobs portal

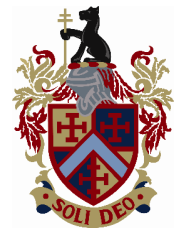
If you have any questions regarding this vacancy, please contact:

Zoe Stanbridge
HR and Admin Officer
Bishop Ullathorne Catholic School

zoe.stanbridge@hccmac.co.uk
024 76 414515



Holy Cross Catholic
Multi Academy Company
Achieving Together in Faith



October 2025

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Lunchtime Supervisory Assistant** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on **My New Term**. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

The closing date for receipt of applications is by Monday 22nd June 2026 at 9:00am.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS CHECKS

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully



Mrs Sarah Boyle
Headteacher
Bishop Ullathorne Catholic School



Bishop Ullathorne Catholic School

Job Description

Job Title:	Lunchtime Supervisory Assistant
Salary:	Grade 1 - £12.65 per hour
Work Pattern:	Monday to Friday 13:10pm to 14:10pm
Responsible to:	Business Manager
Liaison with:	Pupils, Teaching and Support staff

Our school is currently seeking enthusiastic and dedicated **Lunchtime Supervisory Assistant(s)** to join our mid-day team.

This important role involves working alongside our experienced **mid-day supervisors, catering staff, and teaching staff** to help ensure a safe, positive, and well-organised lunchtime experience for our pupils. You will play a key part in promoting good behaviour, encouraging positive social interactions, and supporting the wellbeing of children during their breaks and non-classroom time.

In addition to supervising pupils, you will also assist with routine ancillary tasks that contribute to the smooth running of the school day. This is a fantastic opportunity for someone who enjoys being part of a team, values the importance of a nurturing school environment, and wants to make a meaningful difference in the lives of young people.

Whether you're looking to gain experience in a school setting or simply want to be part of a caring and committed community, we'd love to hear from you.

Bishop Ullathorne Catholic School is part of the Holy Cross Catholic Multi Academy Company along with Cardinal Newman Catholic Secondary School and Christ the King, St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools which are all located in Coventry. Our Academy moto is "Achieving together in Faith".

We have a fantastic commitment to professional development and believe that the right person can make a real difference. We spend dedicated time on professional development through pedagogy led sessions, breakouts, coaching and other professional activities. All our employees uphold the Catholic ethos of the school regardless of their own belief system, as we strive to provide the best education for our young people.

Job Description:

- Supervision of pupils in the dining hall, playground areas and school premises.
- Ensuring, where appropriate, that pupils have washed their hands prior to lunch.
- Organising activities for pupils where necessary, in particular indoors when there is inclement weather.
- Supervise pupils in the dining rooms and other designated eating areas.
- Assisting pupils in the collection of food trays and plates.
- Assisting pupils to return waste food, plates, cups and cutlery to the appropriate points.
- To remain sited in the area assigned by the senior supervisor unless an emergency arises.
- Follow fire and evacuation procedures.
- Any such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.
- All duties and responsibilities must be carried out with due regard to the schools Health and Safety Policy.



Bishop Ullathorne Catholic School

Person Specification: Lunchtime Supervisory Assistant

Qualifications and Training	<ul style="list-style-type: none">• Literate and numerate – basic skills	Application form
Catholic background	<ul style="list-style-type: none">• Support for the Catholic ethos of the school	Interview
Skills and Knowledge	<ul style="list-style-type: none">• Good communication skills• Effective communication skills and ability to relate to people at a variety of levels (internal and external to the school)• To possess a caring and understand approach• Adaptable/ flexible	Application form and interview
Special requirements	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	DBS checks DBS checks

Why work at Bishop Ullathorne?

Ofsted 2024: *“Bishop Ullathorne is a welcoming, caring school community. The values of the ‘Ullathorne way’ underpin all aspects of school life. Pupils value the school’s ethos and it contributes to why so many have very good attendance.”*

Teacher

“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”



Senior Teacher

“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”

Year 8 Student

“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”

