



St Mary's
CE Primary & Nursery School

SUPERVISORY ASSISTANT 2 VACANCIES AVAILABLE

Recruitment Pack
Closing Date: Monday 24th August 2026



Dear Colleague,

In our school, it is important that people are made welcome by all staff. The learning environment, displays pupils' work and the general care of our school should reflect the ethos and values of the staff, governors, pupils, families and communities. Our pupils should reflect on the values and relate them to their own behaviour. We encourage pupils to use values to guide their own actions. The endeavours of the pupils are built upon and extended through their work and play in a school committed to Christian Values.

Our vision is simple - it is for all our pupils to have high aspirations and to have a wide range of opportunities to develop the knowledge they need to reach their full potential.

To achieve this we will...

- Teach lessons which ignite curiosity and allow them to experience the feeling of discovery.
- Be role models who instil consideration and encourage them to embrace difference and diversity.
- Provide a safe environment to inspire confidence and support them to shape their own future.

As we are a church school, we take the development of the whole child as seriously as we do their intellectual, artistic and physical development.

We have an established a partnership between parents, governors, staff, children, church and everyone else involved in the life of the school.

We are an open and friendly school where all children are made welcome and made to feel they can succeed. We hope that you will feel welcome to get involved and to contribute whatever you feel able to offer to St Mary's.

For our part, we want you to feel secure and comfortable that we offer a happy and safe learning environment, where your child will make progress academically, creatively, socially, spiritually and physically. We have strong links with RAF Shawbury where many parents come for short-term postings. We believe it is especially important for you to feel that your child will be settled and begin to make progress from the word go.

Any primary school is a special place for all those who work there, encouraging high standards and genuine commitment from all who are involved. We work hard to provide an atmosphere of care, commitment and fun! We feel confident that our delivery of the curriculum at St Mary's, and our whole-school approach to children, meets the needs of all the individuals in the school. And of course, we are ALWAYS looking to improve what we do for the benefit of your children.

Sarah North - Headteacher



St Mary's
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Post Title: 2 X SUPERVISORY ASSISTANTS - 2 VACANCIES AVAILABLE

Reporting to: SARAH NORTH - HEADTEACHER

Salary: £12.85 PER HOUR / £24,796 FTE - FIXED TERM DUE TO FUNDING

Hours: 1 HOUR PER DAY/5 HOURS PER WEEK (12:00PM-13:00PM) - MON-FRI - Term time only

Location: ST MARYS CE PRIMARY SCHOOL AND NURSERY, SHAWBURY, SHREWSBURY, SY4 4JR

Core Purpose of Role:

- Ensure the safety, welfare, and wellbeing of pupils during lunchtime and playtime periods.
- Provide effective supervision of children in the dining hall, playground, and other designated areas.
- Promote positive behaviour and reinforce the school's behaviour expectations and values.
- Encourage inclusive, cooperative, and active play among pupils.
- Support children in developing positive social skills and healthy relationships.
- Monitor pupil conduct and address minor incidents, disagreements, and behavioural concerns appropriately.
- Respond to accidents, injuries, or emergencies in line with school procedures.
- Remain vigilant to safeguarding concerns and report any issues to the appropriate staff member.
- Assist in creating a calm, safe, and enjoyable environment for all pupils.
- Encourage respect, kindness, and consideration for others at all times.
- Help maintain a clean, orderly, and secure lunchtime environment.
- Support pupils' emotional wellbeing by offering guidance, reassurance, and assistance when needed.
- Work collaboratively with teaching and support staff to ensure a consistent approach to pupil welfare and behaviour management.
- Act as a positive role model, demonstrating professional standards and fostering a caring school culture.

Duties:

- Supervise pupils during lunchtime in the dining hall, playground, and other designated areas.
- Monitor and promote the safety and welfare of pupils at all times.
- Encourage and maintain high standards of behaviour in accordance with school policies.
- Support pupils in following school rules and expectations during lunchtime and playtime.
- Facilitate positive, inclusive, and appropriate play activities.
- Observe and manage minor disputes, disagreements, and behavioural incidents, taking appropriate action where necessary.
- Ensure pupils use playground equipment and facilities safely.
- Provide assistance and support to pupils who may be upset, unwell, or require additional help.
- Administer basic first aid or seek appropriate assistance for accidents and injuries, in line with school procedures.
- Report accidents, incidents, behavioural concerns, and safeguarding issues to the relevant staff member.
- Assist in maintaining good order and cleanliness within dining and play areas.
- Encourage positive social interaction, respect, and consideration amongst pupils.
- Monitor attendance at lunchtime and be aware of the whereabouts of pupils within assigned areas.
- Support pupils with additional needs where required and promote inclusion for all children.
- Communicate effectively with teaching staff, senior leaders, and other colleagues regarding pupil welfare and behaviour.
- Follow all safeguarding, health and safety, equality, and school policies and procedures.
- Act as a positive role model, demonstrating professional conduct and supporting the school's values and ethos.
- Attend relevant training and staff meetings as required.
- Undertake other reasonable duties appropriate to the role as directed by the Headteacher or line manager.



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SUPERVISORY ASSISTANT

Management:

- Responsible to: Headteacher (or nominated Line Manager/Senior Leadership Team member).
- Accountable to: Headteacher and Governing Body.
- Works closely with: Teaching staff, Teaching Assistants, Learning Mentors, Office Staff, Site Staff, and other Supervisory Assistants.
- Liaises with: Pupils, parents/carers (where appropriate), and external professionals as directed.
- No direct line management responsibility, unless specifically designated as a Senior Supervisory Assistant.
- Contributes to the wider school team by sharing information relating to pupil welfare, behaviour, safeguarding, and health and safety.
- Follows the direction and guidance of the Headteacher, Senior Leadership Team, and designated lunchtime supervisor lead.
- Supports the implementation of school policies, procedures, and behavioural expectations across lunchtime provision.
- Attends relevant training, briefings, and meetings as required to maintain effective performance in the role.
- Maintains confidentiality and handles sensitive information in accordance with school policies and statutory requirements.

Resources:

- Access to school playgrounds, dining hall, classrooms, and other designated lunchtime supervision areas.
- Playground equipment and resources to support safe and positive play activities.
- First aid equipment and accident reporting procedures (where trained and authorised).
- School behaviour management and safeguarding policies and procedures.
- Communication systems used within the school to report incidents, concerns, or emergencies.
- Appropriate personal protective equipment (PPE) where required.
- Relevant training and professional development opportunities, including safeguarding, health and safety, behaviour management, and first aid.
- Access to pupil information necessary to support safety, welfare, and inclusion, in accordance with data protection requirements.
- Support and guidance from the Headteacher, Senior Leadership Team, SENCO, and other school staff.
- Incident, accident, and behaviour recording systems.
- School facilities and resources necessary to carry out supervisory duties effectively.
- Staff handbooks, risk assessments, and operational procedures relevant to lunchtime supervision.
- Access to welfare and safeguarding support systems to ensure the effective protection and wellbeing of pupils.



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SUPERVISORY ASSISTANT

Knowledge and Qualifications:

Essential, i.e. the postholder must have:

- **Good standard of general education, including literacy and numeracy skills.**
- **GCSEs (or equivalent) in English and Mathematics desirable.**
- **First Aid qualification desirable (or willingness to undertake training).**
- **Safeguarding training desirable (or willingness to undertake training).**
- **Relevant childcare, playwork, or school-based qualification desirable but not essential.**
- **Understanding of child development and the needs of primary-aged children.**
- **Knowledge of effective behaviour management strategies appropriate for children.**
- **Understanding of safeguarding and child protection responsibilities.**
- **Awareness of health and safety requirements within a school environment.**
- **Knowledge of promoting inclusion, equality, and diversity.**
- **Understanding of playground safety and safe play practices.**
- **Awareness of procedures for reporting accidents, incidents, and welfare concerns.**
- **Understanding of the importance of confidentiality and data protection.**
- **Knowledge of the school's policies and procedures relating to behaviour, safeguarding, and health and safety.**
- **Understanding of the importance of promoting positive relationships and emotional wellbeing.**

Desirable, i.e. the postholder would ideally have:

- **Level 2 qualification in Childcare, Playwork, Education, or a related field.**
- **Paediatric or Emergency First Aid qualification.**
- **Safeguarding and Child Protection training certification.**
- **Food Hygiene certificate.**

Experience:

Essential, i.e. the postholder must have:

- **Experience of working with children in a paid or voluntary capacity.**
- **Experience of supervising groups of children in a structured environment.**
- **Experience of promoting positive behaviour and encouraging constructive social interaction.**
- **Experience of working effectively as part of a team.**
- **Experience of following policies, procedures, and instructions to maintain safety and wellbeing.**
- **Experience of communicating effectively with children and adults.**
- **Experience of managing minor conflicts or disputes in a calm and professional manner.**
- **Experience of supporting the welfare and wellbeing of children.**

Desirable, i.e. the postholder would ideally have:

- **Previous experience working in a primary school environment.**
- **Experience as a Lunchtime Supervisor, Play Leader, Teaching Assistant, Nursery Practitioner, Childcare Worker, or similar role.**
- **Experience supporting children with Special Educational Needs and Disabilities (SEND).**
- **Experience implementing behaviour management strategies.**
- **Experience organising and leading playground games and activities.**
- **Experience dealing with first aid incidents and accident reporting.**
- **Experience supporting children's emotional wellbeing and inclusion.**
- **Experience working within safeguarding and child protection procedures.**
- **Experience in a customer-facing, caring, or community-based role involving responsibility for children or vulnerable individuals.**
- **Experience working collaboratively with school staff, parents/carers, and external agencies where appropriate.**



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Skills and Personal Qualities:

Essential, i.e. the postholder must have:

- **Effective communication skills.**
- **Ability to supervise children safely.**
- **Ability to promote positive behaviour.**
- **Good observation and awareness of pupil welfare.**
- **Ability to deal with minor incidents calmly and fairly.**
- **Ability to work effectively as part of a team.**
- **Ability to follow school policies and procedures.**
- **Basic literacy and numeracy skills.**
- **Caring and approachable.**
- **Reliable and punctual.**
- **Patient and calm under pressure.**
- **Positive and enthusiastic.**
- **Professional and responsible.**
- **Fair and consistent.**
- **Flexible and adaptable.**
- **Commitment to safeguarding and child welfare.**
- **Honest, trustworthy, and able to maintain confidentiality.**

Desirable, i.e. the postholder would ideally have:

- **Ability to lead playground games and activities.**
- **Basic First Aid skills.**
- **Experience supporting children with additional needs (SEND).**
- **Knowledge of behaviour management techniques.**
- **Ability to use initiative and work independently.**
- **Energetic and proactive.**
- **Empathetic and resilient.**
- **Strong relationship-building skills.**
- **Commitment to continuous professional development.**
- **Willingness to contribute to the wider life of the school.**





Why would an aspirational Supervisory Assistant join us?

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)





What we can offer you

Mission Statement:

To give our young children the knowledge and skills they need to flourish, succeed and contribute to our world

Vision Statement:

For all our pupils to have high aspirations and to have a wide range of opportunities to develop the knowledge they need to reach their full potential.

School Values: Peace, Empowerment, Ambition, Collaboration, Positivity, Respect and Integrity

Join Empower Multi-Academy Trust - Where People Matter



EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



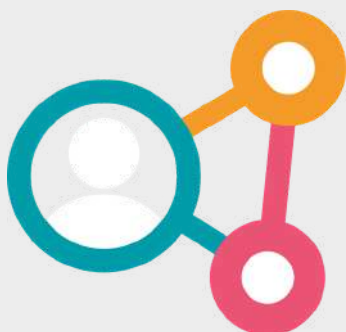
AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.



Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be sent to Michelle Harrington, Director of People & Culture, via the My New Term platform.

The closing date for applications is: Monday 24th August

Interviews will be held on: Thursday 27th August

Selection Procedure:

Successful candidates will be invited to interview on Thursday 27th August 2026. More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day interview:

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring their qualification certificates.

Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation

Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
 - Direct marketing
 - Processing for scientific / historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

