



Midday Supervisor Assistant

Information for
Applicants
March 2026



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About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Roselands Infants' School



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION

JOB TITLE	Midday Supervisory Assistant
GRADE	Single Status Grade 2
RESPONSIBLE TO	Senior Midday Supervisory Assistant

JOB PURPOSE

To supervise and take care of the children during the lunch time period in all areas inside and outside of the school.

KEY TASKS

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or Senior Mid-day Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or his/her nominated representative.
4. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
5. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. To check that no pupil remains in outside areas when afternoon lessons are about to begin.

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

PERSON SPECIFICATION
Midday Supervisory Assistant

	Essential Criteria
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to use language and other communication skills that children can relate to • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to demonstrate active listening skills • Ability to empathise with the needs of children • Ability to work within and apply all school policies e.g. behaviour management, Health and Safety, Equal Opportunities • Ability to work effectively with colleagues
Knowledge & Experience	<ul style="list-style-type: none"> • A basic knowledge of Health and Safety requirements in a school environment • Knowledge of the school's behaviour management policy • Experience of establishing positive relationships with children
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate commitment to Equal Opportunities • Willingness to maintain confidentiality on all school matters

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

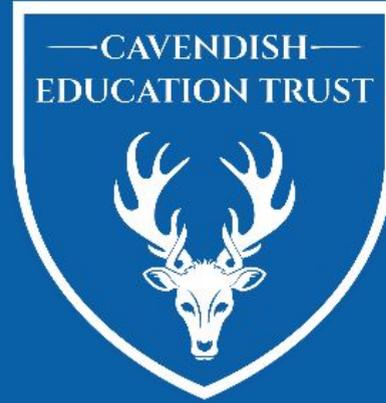
Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



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