



Midday Supervisor at St Mary's Catholic Primary School

Join Our Team: St Mary's Catholic Primary School is seeking a caring, reliable and enthusiastic Midday Supervisor to join our warm and welcoming school community. This is a wonderful opportunity to play a valued part in the daily life of our pupils, supporting them across Nursery, Reception, KS1 and KS2 during the lunchtime break. If you are someone who enjoys working with children, brings calm reassurance and takes pride in helping pupils feel safe, happy and included, we would be delighted to hear from you.

About St Mary's Catholic Primary School: At St Mary's Catholic Primary School, our ethos is rooted in the words, *"Love one another as I have loved you."* These values sit at the very heart of our school and shape everything we do. We are proudly child-centred, with love, care and respect guiding the way we learn, play and grow together.

We are a strong, inclusive and welcoming school community where every child is known, nurtured and celebrated. Our approach is built on genuine pastoral care, high expectations and a deep commitment to ensuring that all pupils feel valued and supported. We are also proud of the positive recognition the school has received from Ofsted, reflecting the dedication of our staff and the strength of our shared culture.

The Role

Contract: Permanent

Pattern: Part time 7 hrs & 30 mins (1 hour & 30 minutes daily)

Grade: £25,949.00 Annually (FTE)

Starting salary is Grade 3, Scale Point A, currently £25,949 per annum (including supplement for UK Living Wage), with progression to Grade 3, Scale Point B following successful completion of a 6-month probationary period. Actual salary will be pro-rata for part time hours and term time only contract (38 working weeks).

Closing Date: 3rd September 2026

This important role helps create a calm, safe and enjoyable lunchtime experience for our pupils. Working closely with colleagues across the school, you will support children's wellbeing, encourage positive behaviour and help ensure that the midday break runs smoothly for everyone. You will be a reassuring presence, helping children feel secure, cared for and ready to enjoy the rest of their school day.

Key Responsibilities:

- Support the Headteacher in promoting the safety and welfare of pupils throughout the midday break through attentive and effective supervision.
- Help pupils move smoothly between lunchtime supervision and class routines, ensuring their care is well managed at all times.
- Respond calmly and appropriately to minor incidents or behaviour concerns, escalating more serious matters in line with school procedures.
- Deal with minor accidents and seek first aid support when needed, following the school's established systems.
- Help maintain high standards of health and safety for pupils during the lunch period.
- Support the school in ensuring that visitors on site are authorised and appropriately managed.
- Work alongside kitchen and dining staff to help lunch service run smoothly and positively.
- Supervise pupils during mealtimes, offering support with food where needed and encouraging good table manners and healthy habits.
- Set up and clear away dining tables and help keep the dining space clean and welcoming.
- Support pupils after lunch, whether outdoors in the playground or indoors during poor weather, by organising and leading engaging play activities.
- Follow safeguarding and child protection procedures at all times, reporting any concerns promptly.
- Promote healthy eating and encourage pupils to enjoy the school meals service.
- Carry out intimate care in line with school policy, with sensitivity, dignity and professionalism.
- Uphold the professional standards & confidentiality expected of a midday supervisor in all aspects of the role.
- Online annual training to be completed

The Person

We are looking for someone who will bring warmth, common sense and a positive attitude to our lunchtime team. You may already have experience working with children, or you may be keen to develop your skills in a caring school environment. What matters most is your ability to build trust, work well with others and contribute to the calm, supportive atmosphere that helps our pupils thrive.

We're Looking For:

- A flexible and dependable team player who can adapt to the needs of the school day.
- A confident communicator who enjoys working with children and adults alike.
- Someone with the initiative to respond appropriately to pupils' needs and situations as they arise.
- The ability to work across the whole school, from Nursery through to Year 6.
- A calm, patient and reassuring approach when supporting children during busy lunch periods.
- A commitment to safeguarding, child protection and the wellbeing of all pupils.
- A willingness to support mealtimes, playtime supervision and the smooth running of the dining room.
- An understanding of the importance of kindness, consistency and positive relationships.

What We Offer

Joining St Mary's Catholic Primary School means becoming part of a team where people feel genuinely valued, respected and cared for. We know that a positive working environment matters, and we are committed to supporting our staff so they can do their best work while maintaining a healthy work-life balance.

Benefits of Joining Our Team:

- A strong, inclusive and welcoming school community.
- A supportive team where every member is valued and loved.
- The opportunity to work in a school with a strong Ofsted celebration and a positive reputation.
- A role that makes a real difference to children's daily experience and wellbeing.
- A nurturing environment shaped by faith, care and shared values.
- A part-time, fixed-term position that offers a good balance between work and home life.

How to Apply

Interested candidates should submit their application via 'My New Term' before the closing date of 3rd September 2026.

For further information, please contact Mrs Clare Rowland-Smith on
crowlandsmith@st-marys.cumbria.sch.uk

MIDDAY SUPERVISOR PERSON SPECIFICATION FORM

		ESSENTIAL	DESIRABLE
1.	Qualifications/ Training/ Competencies		Relevant NVQ2 or experience. Basic First Aid.
2.	Relevant Experience	Experience of communicating well at all levels. Experience of working constructively as part of a team, understanding roles and responsibilities and own position within these. Able to provide reference for previous employer.	Working with or caring for pupils of a relevant age
3.	Knowledge		Awareness of practices and procedures within education relating to the welfare and safety of pupils
4.	Personal Skills	Communicates well with children. Sense of fairness in dealing with children. Able to work as part of a team. Observant. Respects confidentiality. Punctual. Fit and active. Good communication skills.	