



Somers Park Primary School

Part of the Mercian Educational Trust

Play Team Assistant (Lunchtime Supervisor)

2 roles –

1x full time.

1x 2 days per week (Thurs/Fri)

September 2026

Closing Date: Thursday 1st October 2026 at 12pm

Start Date: as soon as possible.



THINK • KNOW • EXPLAIN • DO



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of **Play Team member/Lunchtime supervisor** at our school, Somers Park, part of the Mercian Educational Trust (MET).

We are looking to appoint 2 permanent lunchtime supervisors for our Malvern Vale site.

Position 1: Full time Permanent lunchtime supervisor

Hours: 7 hours 30 minutes per week, term time only

Location: Malvern Vale Site

Pay Scale: SCP2

Position 2: Part time Permanent lunchtime supervisor

Hours: 3 hours per week, term time only (Thursday & Friday)

Location: Malvern Vale Site

Pay Scale: SCP2

If you would like to learn more about our school please visit our website, www.somersparkschool.org.uk.

We look forward to receiving your application.

Yours faithfully,
Mr Chris Hansen
Headteacher

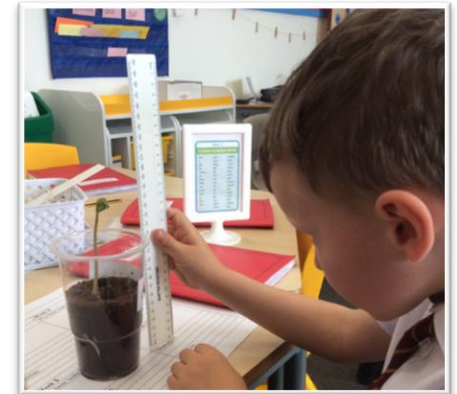


What does it mean to be a Play Team member/ Lunchtime Supervisor at Somers Park?

Somers Park promotes the highest standards for all our children as we strive to develop critical thinkers who love learning.

For the role of a Play Team member/lunchtime supervisor we are looking for somebody who:

- 🌞 loves working with children!
- 🌞 will demonstrate a positive approach to working with children
- 🌞 has strong interpersonal skills with pupils and staff
- 🌞 will play a key role in ensuring lunchtimes run as smoothly as possible and to remain aware of children's welfare
- 🌞 will promote the overall ethos/aims of the school during the lunchtime period
- 🌞 is successful when working collaboratively and will contribute to a hardworking team
- 🌞 Support our school with OPAL play approach





The Recruitment Process

Closing Date: Thursday 1st October 2026 at 12pm.

Interviews: Thursday 8th October 2026

Start Date: as soon as possible

All applicants are required to apply via the [My New Term website](#). Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements. The closing date is on Thursday 1st October at 12pm. Applicants will be invited to interview via email following shortlisting on this date, with the interview date planned for **Thursday 8th October 2026**

Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email at cevens@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check



About Our School

Key Information about Somers Park Primary School	
Type of school	Primary Academy - split site
Age Range	2yrs 9months- 11yrs
Location	Malvern, Worcestershire
Trust	Mercian Educational Trust
Number of children	552
Number of classes	23 (including Pre-school and Nursery)
Average class size (primary)	29
Last Ofsted Inspection	July 2022- Good, with Outstanding judgements for Personal Development and Early Years
% eligible for Pupil Premium Funding	20%
% of children with SEN	16%
% of children with EAL	6%





About Our School

Somers Park Primary School, part of the Mercian Educational Trust, has grown significantly over recent years following the construction in 2018, of the Malvern Vale satellite expansion site less than a mile from Somers Park. Our two sites work very much as one, with teachers working together and children learning the same curriculum.

Growing a year group at a time, our Malvern Vale site is now at full class capacity with Reception up to Year 6, reaching the seven-class capacity in September 2024. We have the best of both worlds- fantastic modern facilities with a small school feel at Malvern Vale, accompanied by a main school with an established, forward-thinking culture, demonstrating proven success over several years.

Our local community consists of many long-term residents. There are strong family connections within the school. It is not unusual for parents, grandparents and even great-grandparents of pupils to have attended Somers Park.

We are proud of the way our learners are prepared for the next phase of their education and beyond. Our *Think. Know. Explain. Do.* curriculum model encourages inquisitive thinking and independent learning. The curriculum is enhanced by a balanced and interesting enrichment programme of additional experiences and visits.



We are an OPAL Play School



OPAL play is an award-winning school improvement program focused on enhancing children's play experiences in educational settings, promoting creativity, socialisation and overall well-being.

Benefits of OPAL

- Improved Play Quality – by providing resources and training, OPAL helps school create rich play environments that meet children's needs.
- Enhanced Learning – with better play experiences, children are more focussed and ready to learn, leading to improved academic performance.
- Community Engagement – OPAL encourages schools to involve Parents and the community in enhancing play opportunities, fostering a collaborative approach to children's development





Job Description

Job Title: Lunchtime Supervisor

Hours: **Position 1** - 7 hours 30 minutes per week (term time only)
Position 2 – 3 hours per week (term time only)

Salary Scale Point: SCP2

Reporting to: Assistant Headteacher (line manager): Deputy Headteacher: Headteacher

Employer: Mercian Educational Trust

Job Purpose

-  To supervise children on school premises and grounds.
-  To supervise children who use catering facilities at the school.
-  To undertake ancillary duties as necessary (i.e. setting up and clearing away tables/chairs, cleaning tables and dining area).
-  To sweep / mop floors as appropriate to ensure the dining room/classroom is fit for lessons during the afternoon session.
-  To use initiative in monitoring events occurring on the school premises and grounds.
-  To report any relevant matters or dangers to the Assistant Headteacher, Deputy Headteacher, Headteacher or Teacher-in-Charge.
-  To ensure a safe environment (e.g. by reporting broken glass to senior leaders).
-  To report any injuries to children to the designated person.
-  To help children cut food when necessary and encourage good table manners.
-  To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, and encourage and support staff in their development and training.
-  To uphold the caring ethos, values, and principles of our school.
-  To contribute to the safeguarding and protection of all pupils.





Responsibilities

- ☀ To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job – setting up play activity areas, maintaining them and packing away orderly.
- ☀ To undertake Health and Safety duties commensurate with the post and/or as detailed in the School Health and Safety Policy.
- ☀ To contribute to the positive team atmosphere and public image of the school.
- ☀ To always act professionally and with integrity.
- ☀ To assist with the general care and welfare of all pupils striving to always maintain a happy safe environment.
- ☀ To adhere to and maintain school routines and codes of conduct including confidentiality.
- ☀ To always support the aims and ethos of the school.
- ☀ To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities.
- ☀ In all contacts the post holder will be required to present a good image of the School and Multi Academy Trust as well as maintain constructive relationships.
- ☀ To carry out any other duty which is deemed reasonable by the Headteacher.

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020





Additional Information

The job description allocates duties and responsibilities. It does not direct the amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.

- 🌞 The job description is not a comprehensive definition of the post, and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.
- 🌞 The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity, and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and the School's Code of Conduct for Staff.

Special Conditions

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.



Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of working within a school and/or with children		
Knowledge and Skills		
Ability to communicate effectively		
Assertiveness and ability to enforce discipline where necessary		
Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner		
Ability to understand and follow relevant procedures e.g. Health and Safety, Child Protection, School Behaviour Policy		
Ability to work in a team		
Ability to work under direction		
An empathy with, and an understanding of children of primary age		
Knowledge of school safeguarding		
Commitment to the school's wider community		



Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Confidential and discrete		
Calm and supportive manner		
Positive attitude		
Assertive and confident		
An effective team worker		
Excellent attendance and punctuality		
High stamina		
Reliable and trustworthy		
Flexible and adaptable		
Resilient		



Person Specification (continued)

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
An understanding of and commitment to Equality of Opportunity for all		
Commitment with the aims and objectives of comprehensive & community education		
Professional Development		
Willingness to take part in all relevant training and a commitment to one's own professional development		
The calibre to become an outstanding member of staff		
The capacity and enthusiasm to learn and continuously improve		
Experience of basic first aid or hold a qualification		
Other		
An excellent track record demonstrating: - Success in what you have done - A spotless record, free from attendance, capability, disciplinary or grievance issues or warnings.		



Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jabs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.

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