



PIONEER LEARNING TRUST

Pursuing Excellence and Equity

Application Pack Midday Supervisor at Lakeview School

Dear Applicant

Thank you for your interest in the position of Midday Supervisor at Lakeview School. I am thrilled that this exciting opportunity has arisen to join our team and play a key role in supporting health, safety and well-being of our children during lunchtimes.

Established in 2019, Pioneer Learning Trust is a group of seven academies across Luton and Bedford, of which Lakeview is a proud member. As a Trust, we benefit from a rich network of expertise, including Southfield Primary Academy's Attendance and Behaviour Hub under the DfE's RISE Programme, alongside deep partnership links with the Chiltern Teaching School Hub and Chiltern Training Group for exceptional CPD and shared working.

At Lakeview School, our vision aligns with the Trust's core mission to relentlessly pursue excellence and equity across our family of schools, where values-based leadership places children at the heart of everything we do. We use the shared expertise of our extensive team to create an environment where every child and staff member is enabled to succeed.

We are looking to recruit a caring, energetic and proactive midday supervisor to join our staffing team. In this role you will play a vital part in creating a safe, positive and engaging

environment for our children during lunchtime, supervising children in the dining and hall, encouraging positive behaviour and supporting children with eating.

This role is an exciting opportunity for a professional who has the dedication, warmth and ability to set high personal and professional standards. We are looking for an individual who deeply shares our values, possesses excellent communication skills and thrives in a collaborative, fast-paced school environment.

We look forward to receiving your application!

Yours faithfully

Lisa Phee
Head of School



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- How to Apply

About the Role

Responsible to the School Business Manager, and under the general direction of the Headteacher, ensure the safety and general welfare and proper conduct of the children during lunchtimes.

Job Purpose

As a key member of the school's support team during the lunch period, the ideal candidate will ensure the safety, welfare and good behaviour of children, foster a positive and inclusive environment in the lunch hall, communicate effectively with staff and children, work collaboratively as part of a team and approach duties with a proactive, "can-do" attitude.

We are looking for:

- A reliable supervisor who demonstrates high standards of personal integrity, discretion and professionalism while maintaining a safe and welcoming lunch environment.
- A strong communicator with the ability to form positive, constructive relationships with children, school staff and other stakeholders.
- A proactive team player capable of actively supervising dining areas and adapting to the dynamic daily needs of the school day.
- A safety-minded professional who will strictly adhere to Safeguarding, Child Protection, GDPR and Health & Safety regulations.
- An engaged team member with prior experience working with children or a willingness to undertake relevant training e.g. First Aid, Safeguarding.

What we offer

In return, we can offer you a rewarding working environment within a caring school community. Benefits include:

- A competitive salary and access to the Local Government Pension Scheme with significant employer contributions.
- A friendly, inclusive and supportive working environment with talented, dedicated colleagues.
- Comprehensive induction, probation support and wider career development opportunities across a growing Multi-Academy Trust.
- An Employee Assistance Programme

Safer Recruitment & Safeguarding

Lakeview School and Pioneer Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow robust safer recruitment processes, including online searches, during all recruitment.

The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) certificate and checks of the relevant barred list/prohibition lists. This post is exempt from the Rehabilitation of Offenders Act 1974.



It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

CVs will not be accepted for any posts based in schools.

Equal Opportunities

We are an equal opportunities employer and welcome applications from candidates of all ages, backgrounds and those with disabilities.

Our Trust and School Vision & Values

Pursuing Excellence and Equity

We are a primary focused Trust specialising in curriculum, pedagogy and practice. Our vision is to provide our children with an outstanding quality of education through continuous review and improvement in order to achieve our mission of all children having an equal opportunity to achieve a successful future in education and work.

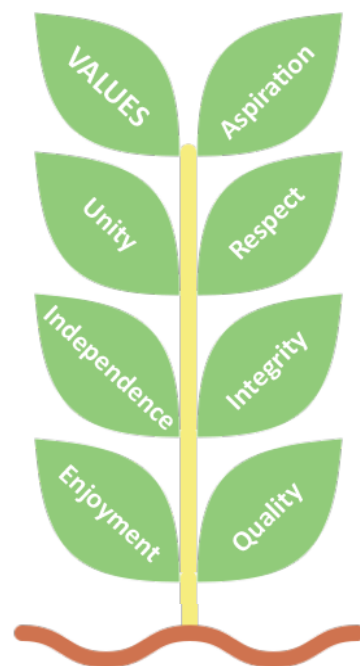
A Values-Based Trust

Our Trust academies work collaboratively with our shared values. We are focused on partnership in the pursuit of excellence and equity for all children through our shared vision:

- A curriculum designed for our children
- Collaborate, innovate and reciprocal practice
- Relentless pursuit of excellence for all
- Safe and inclusive learning environment
- Inspiring children to love learning
- Broaden horizons through opportunities
- Maintain each school's unique identity
- An open culture of challenge, support and growth
- Recruit, train and retain high quality staff

The Pioneer Promise – Opportunities for our Children

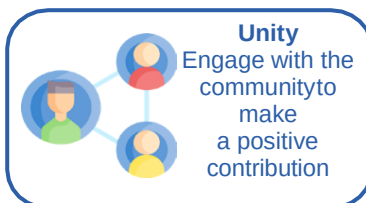
In the realisation of our vision and in pursuit of excellence and equity, our schools each commit to The Pioneer Promise. We are absolutely passionate about our children developing a love of reading, a passion for maths and a thirst for knowledge of the world around them, but we also want our children's school days to be filled with memories of their friendships and experiences. Our promise is that we will fill our children's school years with opportunities to be inspired and challenged, to experience excitement and adventure, to broaden their horizons, and to learn about people, community and the wider world beyond their classroom.



Aspiration
Take part in employment based skills activities



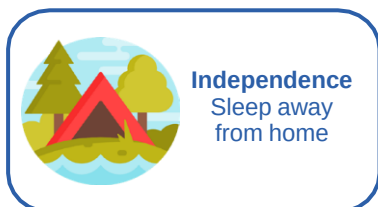
Respect
Experience other cultures in working with a range of people



Unity
Engage with the community to make a positive contribution



Integrity
Contribute to sustainability goals and become global citizens



Independence
Sleep away from home



Quality
Perform for an audience or represent their school at events



Enjoyment
Participate in a range of outdoor and adventurous activities



Job Description

Job title	Midday Supervisor
Required	September 2026
Location	Lakeview School, Wixams MK42 6BH
Salary Range	Level 1D (NJC point 3)
Hours	10 hours per week, term time only + inset hours Monday to Friday 11:15am to 1:15pm

Job Purpose

As a key member of the school's support team during the lunch period, the ideal candidate will ensure the safety, welfare and good behaviour of children, foster a positive and inclusive environment in the lunch hall, communicate effectively with staff and children, work collaboratively as part of a team and approach duties with a proactive, "can-do" attitude.

Key accountabilities

1. Principal Responsibilities

- a) Supervise children immediately before, during and after lunchtime break. This includes children who have a school meal as well as children who bring their own food.
- b) Supervise childrens' entry into the dining room, including any walk or journey to the dining room which might be required.
- c) Support children, where necessary, to carry trays etc to the table and to return empty trays and food packaging to the designated areas.
- d) Assist specific children, where necessary, to cut up food and guidance on the proper use of cutlery.
- e) Assist children, as required, with toileting, personal hygiene and hand washing.
- f) Assist with the lifting and handling of non-ambulant children in conjunction with other staff members, making use of mechanical aids as necessary.
- g) Encourage and assist children in eating, cutting up food, providing guidance on the proper use of cutlery.
- h) Clean tables and floors between lunch sittings and clear of spillages, as necessary.
- i) Provide immediate care and initial first aid to any child who becomes ill, distressed, or injured, ensuring qualified medical assistance or emergency support is called promptly when required.
- j) Set up and pack away dining room furniture.
- k) Prepare the room for dining and leave all areas in a clean condition, at the end of service.
- l) Ensure that food waste and other waste is separated, in line with Workplace Recycling Guidance.
- m) Deal with any incidents of inappropriate behaviour in line with the school's Behaviour Policy.

2. Additional Duties & Professional Standards

- a) Act with professionalism, integrity and absolute confidentiality at all times, upholding the overall ethos, work, and aims of the School and Trust.
- b) Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and professional standards.
- c) Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community and external agencies.
- d) Undertake duties in line with the Trust's policy on equality, acting as an exemplar, remaining sensitive to the needs of the disadvantaged and promoting a harmonious working environment.
- e) Comply with any reasonable request to undertake work not specified in this job description which is commensurate with the post holder's salary grade, abilities and aptitudes.

Person Specification

Job Title: Midday Supervisor	Essential (E) Desirable (D)	Application Form (AF) Interview (I) Certificates (C) References (R)
Requirements		
Experience & Knowledge		
Demonstrable experience of working with children or young people. Some experience of performing basic cleaning	E	AF, I
Experience of working within an educational or school environment	D	AF, I
Some knowledge of child protection and safeguarding procedures	E	AF, I
Skills		
Able to encourage, coach and support children with special educational needs.	E	AF, I
Able to follow guidelines and procedures.	E	AF, I
Able to work effectively as part of a team.	E	AF, I, R
Able to work on own initiative.	E	AF, I
Able to converse with ease with members of the team and provide effective help or advice in accurate and fluent spoken English	E	AF, I
Able to form appropriate relationships with and demonstrate appropriate motivation to work with young people.	E	AF, I
Physical		
Ability to move and stand for blocks of time.	E	AF, I
Ability to set up and pack away lunch tables, move furniture and carry equipment, as necessary.	E	AF,
Personal Attributes & Values		
A commitment to the safeguarding of children	E	AF, I
Absolute commitment to maintaining confidentiality, professional boundaries and values of the School and Trust	E	AF, I
A positive, welcoming demeanour that projects a professional impression of the School and Trust	E	AF, I, R
A flexible attitude, willing to support school events and adapt to changing school needs and workloads	E	AF, I
A willingness to take on additional training, particularly 1st aid qualification	E	AF, I
Commitment to Health and Safety	E	I

How to apply

Visits to the school are welcomed. For an informal discussion, to book a tour or further information about the role, please telephone our School Business Manager, Jo Shillington, on **01234 741653**. Alternatively, email her at jshillington@pioneerlearningtrust.co.uk