



Midday Supervisor

Askern Littlemoor Infant Academy





RECRUITMENT INFORMATION PACK

Contents

- Executive Head Letter
- Trust Vision, Value and Strategy
- Application Process
- Vacancy Advertisement
- Job Description
- Person Specification

11 June 2026

Dear Applicant,

Thank you for your interest in this exciting position of Midday Supervisor at Askern Littlemoor Infant Academy. The successful candidate will have the opportunity to have a positive impact on many young people's lives. Within this application pack you will find a job description and person specification, as well as information on the academy and how to apply. I would strongly encourage you to visit our academy website on www.askernlittlemoor.com to see up to date information on life at Littlemoor.

The successful applicant will be assured of a well-considered induction to the academy and support for your own professional development. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to be part of a school where all staff work relentlessly to ensure that all pupils achieve their full potential.

Everyone at Littlemoor has a key role in our aim to be a vibrant school community where everyone feels safe and valued and their opinions are heard; where high quality learning experiences excite and challenge children to reach their true potential and become rounded and responsible citizens.

You will join staff at the academy whom visitors unanimously comment on positively, highlighting their professionalism, friendliness and absolute commitment to our students.

We hope that you feel Littlemoor will be the right school for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to Littlemoor to meet all of the team.

Yours faithfully,



Danielle Goldthorpe
Head Teacher

Danielle Goldthorpe Headteacher
Littlemoor, Alfred Road, Askern, Doncaster DN6 0PZ
Tel: 01302 701353
Email: admin@askernlittlemoor.com www.askernlittlemoor.com



Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them to thrive.

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in their actions, have high ambitions for themselves and others, take responsibility and demonstrate integrity in everything they do.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



Pride

We are the champions of our students, our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



Ambition

We challenge ourselves to innovate and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



Integrity

We operate with honesty, transparency, and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



Responsibility

We act responsibly, take ownership for our actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity



The Application Process

Further details about Askern Littlemoor Infant Academy can be found on the School website: www.askernlittlemoor.com.

Written references will be sought on all short-listed candidates before interview.

Please apply using the link on the website, this will take you to 'My New Term'.

If you have any queries on any aspect of the application process or need additional information, please contact Askern Littlemoor Infant Academy.

Key dates:

Closing date for receipt of applications: 25/06/2026 at 9am

Shortlisting will take place: 25/06/2026

Interviews will take place: Week commencing: 29/06/2026



Midday Supervisor

SCP:3 £3,548.80 Actual Salary

Part Time 6.25 hours per week over 5 days (1.25 hours per day 12:00-1.15pm)

Term Time only

Permanent Position

Reporting to: Head Teacher

We are seeking to appoint an enthusiastic, motivated and flexible individual to join our successful Infant Academy.

The role of Relief Midday Supervisor involves a range of tasks including; playtime supervision, dinner supervision, play leading, maintaining a clean dining area and being a good role model for the children. It is important that you are able to form good relationships with your colleagues and with the children in your care.

We are looking for a person who is:

- motivated and keen to be part of a strong team
- committed to building positive relationships with children, staff and parents in order to create the best possible learning and pastoral environment
- will bring a sense of enthusiasm, energy and passion for the role.

What we would offer:

- The opportunity to work with talented, dedicated and supportive professional colleagues who continually strive for improvement
- Enthusiastic and friendly children with a positive attitude to learning
- Positive and constant support from parents and governors who clearly believe in the philosophy and effectiveness of the school.

We can offer you the opportunity to work as part of a highly motivated team focused on raising standards and providing an exciting, challenging and enjoyable curriculum for our children.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and an application form please visit www.askernlittlemoor.com/vacancies

Closing date for receipt of applications is **25/06/2026** at 9am

Job Description

Midday Supervisor

SCP:3

Part Time 6.25 hours per week over 5 days (1.25 hours per day 12:00-1.15pm)

Term Time only

Permanent Position

Reporting to: Executive Head Teacher

Job Purpose:

- to supervise pupils, who remain on the school premises during midday break, ensuring their safety, welfare and general well-being.

Main Responsibilities and Tasks – Supporting Teaching and Learning:

- ensure that the pupils wash their hands before eating;
- escort pupils to and from the dining area, as necessary;
- ensure that if pupils have school lunch they are in the dining hall at the correct time;
- support pupils at the servery counter when choosing food, support with the proper use of cutlery and help them cut up their food when necessary;
- assist pupils with the return of used plates, trays, cutlery and beakers when lunch is finished;
- attend to any pupils should they become ill during the midday break, and again seek appropriate assistance;
- liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required
- attend training to support the role, as required.
- Supervise the pupils during lunchtime playtime.
- support constructive play opportunities for pupils when required;
- ensure that children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- effectively manage behaviour in line with the school policy
- help children acquire social skills;
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- assist the pupils with toileting needs/changing in line with any personal care plan;
- liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required;
- set an exemplary example to children at all times;
- to promote a culture of vigilance around safeguarding at all time;
- to report any safeguarding issues to the DSL immediately.

Person Specification

	Essential	Desirable	How Assessed
Qualifications and Vocational Training:			
Current First Aid certificate		✓	Application form
Previous experience of working with children, preferably as a midday Assistant		✓	Application form
Experience of working as part of a team to achieve objectives	✓	✓	Application form
Experience of staff supervision		✓	Application form
Good standard of written English	✓		Application form
Ability to communicate effectively in English	✓		Application form
Knowledge, Skills and Abilities			
Good communication skills	✓		Application form and at interview
Ability to have positive interactions with children of all ages	✓		Application form and at interview
Ability to work with children from a wide range of social and cultural backgrounds	✓		Application form and at interview
Ability to help children resolve conflicts constructively	✓		Application form and at interview
Ability to deal in a calm and confident manner with behavioural issues	✓		Application form and at interview
Ability to use own initiative to deal effectively with minor accidents, injuries and other incidents involving children	✓		Application form and at interview
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓		Application form and at interview
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓	Application form and at interview
Ability to record clear and accurate incident/accident reports	✓		Application form and at interview
Other Job Specific Requirements:			
A willingness to promote the ethos of the school	✓		Application form and at interview
Commitment to the School Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓		Application form and at interview
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	✓		Application form and at interview
A willingness to undertake further training and development within the role	✓		Application form and at interview
Good understanding of the importance of safeguarding	✓		Application form and at interview
Ability to promote the culture of safeguarding across the school	✓		Application form and at interview

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.