



**Cleaner and Lunchtime
Supervisor
Crowmoor Primary School
Candidate Information Pack**



Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott
Chief Executive Officer



Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the trust. We demonstrate working **COLLABORATIVELY**, with **COURAGE** and **COMPASSION** – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

We launched our new values at our first Trust Collaboration Day in September 2024, which saw all our schools come together for the first time.

SHINE Academies Trust
Collaboration Day
4th September 2024



Click [here](#) to watch our values video

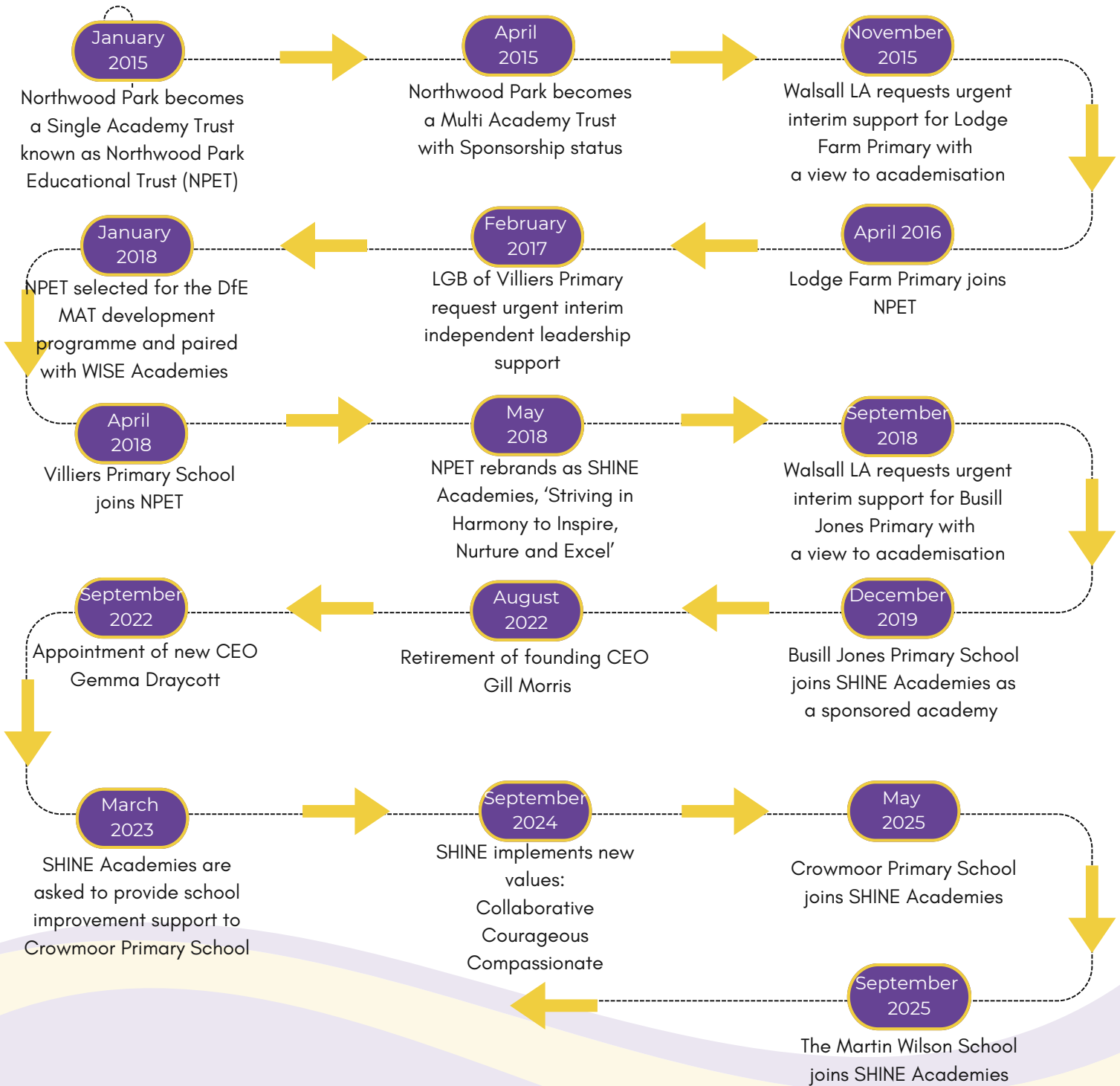
Our Values

Our most recent Trust Day, held on 5th January 2026, focused on our value of Courage. We were inspired by guest speakers Diana Osagie, Stephanie Davies and Matthew Holt, and also heard powerful personal stories from colleagues across the Trust who shared their own experiences of courage. The day also marked a special milestone as we hosted our first-ever SHINE Staff Awards.



We look forward to sharing details of our next Trust Day very soon.

Our Journey So Far



Our Schools

The Trust currently comprises of six schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, Busill Jones Primary School in Bloxwich, Crowmoor Primary School in Shropshire and The Martin Wilson School in Shropshire. All our schools are large, and therefore progression opportunities are plentiful.

All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

We are proud of our SHINE family of Schools



Employee Benefits

We offer a range of employee benefits, including:



Excellent CPD Opportunities

One term time wellbeing day per year



Lifestyle & Shopping Discounts

Employee Assistance Programme



Generous Occupational Pension Schemes



Your Award-Winning Employee Benefits Provider



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments



Crowmoor Primary School

Message from the Headteacher

Welcome to Crowmoor Primary School! As the Head, it is my pleasure to welcome you to our school community. Our aim is to provide a supportive and inclusive learning environment where every child is encouraged to reach their full potential.

We believe children achieve best when learning is fun, involved, active and exploratory and where confidence is inspired and success is praised. This is reflected in the experiences and opportunities that we provide.

We have a strong sense of community and ethos. At Crowmoor, we believe that all children should be provided with a wide range of opportunities to develop and grow as an individual, who shapes their own future. Crowmoor aims to equip its children with the skills, knowledge and self-belief to flourish and seize the opportunities the world offers. The school site is vast, with ample outdoor space to encourage outdoor learning and classrooms are bright and spacious.

Crowmoor has been receiving support from SHINE Academies since March 2023 and we are excited to be joining SHINE this academic year.

I would be very pleased to welcome you to our school to watch Crowmoor in action.



Mr R Horton
Headteacher





SHINE Academies Lunchtime Supervisor : Job Description

Post Lunchtime Supervisor

Description of Post

To ensure the safety, welfare and good behaviour of children during the midday lunch break. The post holder will work closely as part of a team, under the guidance of the Senior Lunchtime Supervisor and the Headteacher.

Duties and responsibilities

1. To supervise children as they move between classroom, dining hall, playground and toilets.
2. To supervise children in the dining room while they are eating.
3. To ensure standards of behaviour are maintained in the dining room, playground and on the field.
4. To assist in dealing with problems arising from inappropriate behaviour, and to respond to them in the ways outlined in the school's behaviour policy.
5. To report any problems arising from inappropriate behaviour to the Senior Lunchtime Supervisor.
6. To assist with all allocated ancillary duties including wiping tables and cleaning up spillages.
7. To ensure that school security regulations and issues of confidentiality are respected.
8. To help to care for the children, including welfare support and hygiene issues.
9. To be aware that some children have special needs and may need extra care and attention.

SHINE Academies
Lunchtime Supervisor : Person Specification

Factors	Essential	Desirable	How Identified (Docs, App form, Interview)
Qualifications	<ul style="list-style-type: none"> Willingness to undergo appropriate training 	<ul style="list-style-type: none"> Basic first aid qualification Child protection training 	<ul style="list-style-type: none"> Application Form Documents
Knowledge & Experience	<ul style="list-style-type: none"> An understanding of how to supervise children Understanding of basic hygiene 	<ul style="list-style-type: none"> Experience working in a school or education setting 	<ul style="list-style-type: none"> Application Form Interview
Skills and abilities	<ul style="list-style-type: none"> Ability to communicate well with both adults and children Ability to understand children's behaviour and respond to their needs 		<ul style="list-style-type: none"> Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> Able to work as part of a team <p>This post is subject to an</p>		<ul style="list-style-type: none"> Interview
Other	<ul style="list-style-type: none"> enhanced DBS disclosure The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity 		<ul style="list-style-type: none"> Documents Interview



Job Description - Cleaner

Post Cleaner

Description of Post

To undertake cleaning duties at the school

Main Duties and responsibilities

Organisation

Undertake prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures to:

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training)
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks
- Using chemical agents as directed by the Site Manager in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes

Administration

- Keep a check on cleaning stock levels and inform the Site Manager of low stock levels (eg. cleaning products)
- Carry out routine administrative tasks required from time to time eg. checking off cleaning tasks on daily cleaning specification sheets

Resources

- Operate relevant equipment safely
- Maintain tidy and organised work spaces and storage areas
- Check equipment / machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training / skill parameters

Conditions

All duties must be carried out to comply with:

- a) The Health and Safety at work (NI) 1978
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Codes of Practice

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

The postholder must at all times take a pride in the school, site and their own general appearance. To perform tasks requested by the Head Teacher, Site Manager or Caretaker within the expertise of the post holder. The post holder must comply with the Governors Equal Opportunities Policy and Health and Safety Policy. The School has a No Smoking Policy, which means that smoking is not allowed in the workplace.

Person Specification: Cleaner

	Essential
Knowledge & Experience	<ul style="list-style-type: none">• Knowledge of relevant policies/codes of practice e.g. Health & Safety• Ability to follow basic written instructions• Experience as Cleaner
Skills / Abilities	<ul style="list-style-type: none">• High personal standards of cleanliness• Ability to use basic powered equipment including competent in its use and capable of making a limited number of adjustments to set up and use
Personal Qualities	<ul style="list-style-type: none">• The ability and willingness to work in partnership with other members of the School team• A high level of personal integrity and flexible approach to responsibilities.• An approachable professional who responds well to and offers constructive advice• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these