



# Shorne

Church of England Primary School

Working at Shorne C of E Primary School

## Join our Team



**For appointment of:  
Temporary Midday  
Supervisor**



Diocese of  
Rochester



PROUD TO BE  
Aletheia  
Academies Trust



## Head of School Welcome

Tara Hewett

**Thank you for your interest in the role at Shorne C of E Primary School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.**

At Shorne Primary School, we hold our Christian Values of **Resilience, Community, and Respect** in the highest regard. We believe in ensuring that each and every member of the school community feels valued, listened to, nurtured and encouraged to see the positive impact they can have on themselves, others and the world.

Our children are at the heart of everything we do and we strongly believe in offering each child every opportunity to develop into kind, confident, and compassionate members of society. It is important to us that we look after the people who look after our young people; recognising and nurturing skills and talents whilst supporting colleagues to pursue interests and develop professionally.

Our children's school journey is a partnership between school staff and families; we believe that in working together to grow our children in learning and in faith and supporting families to thrive and flourish, we can set our children up for success both now and in the future.

We are proud to be a founding member of Aletheia Academies Trust. We collaborate with local schools to share best practice, opportunity and foster relationships which support our children's growth.

We are proud and privileged to serve as the Heads of School of the Shorne C of E Primary School.

We look forward to receiving your application.

# Shorne Church of England Primary School



Shorne Church of England Primary School, part of the Aletheia Academies Trust, is a friendly, dynamic and innovative school. We believe in ensuring that each and every member of the school community feels valued, listened to, nurtured and encouraged to see the positive impact they can have on the world. Our children are at the heart of everything we do and we strongly believe in offering each child every opportunity to develop into kind, confident, and compassionate members of society. We are a very friendly and supportive team who firmly believe in the importance of collaboration between and the well-being of colleagues, families and children.

We are located in a beautiful village setting and just over 200 children. We are proud to have been graded as a good school by Ofsted in March 2023, and also good as a Church school by SIAMs in February 2018. We pride ourselves on our collegiate and collaborative team ethos, and if you join us we will ensure that you have opportunities for continued professional development, as well as support and friendly faces on a day-to-day basis.

The school has extensive facilities and attractive school grounds. Our curriculum is delivered through engaging, memorable opportunities, and we believe in the development of the whole child.

Our vision - **LOVE your neighbour, LEARN from the Good Samaritan, LIVE with open hearts and minds** - reflects our strong Christian ethos and our aim for the very best for everyone within our community. Whilst we are a Church of England School, our Christian Values are lived by pupils and staff of all faiths and none. Inclusion of all is incredibly important to us at Shorne.

We are proud to be part of the Aletheia Academies Trust. We work regularly and collaboratively with our partner schools to provide a wide range of exciting learning opportunities for our children and staff.

To develop life-long learners that have a clear understanding of the world in which we live through the acquisition of skills and knowledge; developing their unique God-given talents which will enable them to contribute, collaborate and flourish in a global society.

"...grow in the grace and knowledge of our Lord..." Peter 3:18



**The curriculum is broad and balanced, and provides a wide range of opportunities for pupils to learn.**



Diocese of  
**Rochester**



# Job Description

<b>Job Title</b>	Midday Supervisor
<b>Location</b>	Shorne, Kent
<b>Duration</b>	Fixed term from Tem 5 (20/04/2026) to the end of term 4 2027 (09/4/2027)
<b>Work Hours</b>	5 hours per week 12pm to 1pm
<b>Reporting to</b>	Monday to Friday – term time only Headteacher
<b>Salary</b>	AAT A.1
<b>Pension</b>	Local Government Pension Scheme



## About the Role

Shorne Church of England Primary School is seeking We are looking to appoint a Midday Supervisor to join our friendly and supportive team. This is a fantastic opportunity to play a vital role in creating a safe, enjoyable, and inclusive lunchtime experience for our children.

As a Midday Meals Supervisor, you will help ensure that lunchtimes run smoothly and safely. Your responsibilities will include:

- Supervising children in the dining hall, playground, or other areas during the lunch break.
- Encouraging healthy eating and positive behaviour.
- Supporting children's wellbeing and promoting a happy, friendly atmosphere.
- Working closely with colleagues to maintain a safe and caring environment.

We would love to hear from you if you:

- Enjoy working and playing with young children.
- Are committed to enabling every child to achieve the very best they can.
- Have a belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.

# Key Responsibilities



## General Duties

- Supervise and care for children during the lunch break, ensuring their safety and welfare and helping them to develop good eating habits.
- Work as part of a team to ensure consistency and effectiveness, contributing to the positive ethos and environment of the school.
- Follow the school's behaviour policy in dealing with poor behaviour and encouraging good behaviour.
- Play games with the children, initiating and supervising activities.
- Undertake any additional activities that have been put in place and requested by the Deputy Head Teacher.
- Adhere to the need for confidentiality at all times.

## Playground Duties

- Help children develop good social skills; playing games, taking turns, and caring for one another.
- Be actively involved in the children's play; leading and organising games and activities.
- Escort children to and from the toilets, ensuring they are not left unsupervised in school.
- Ensure children are playing safely.
- Deal with First Aid matters or to report them to a First Aider.
- Lead children back into class, ensuring children are sensible and calm, ready for their afternoon learning.





## Lunch Hall Duties

- Assist with setting up tables, laying up places (knives and forks) and pouring drinks. To assist with clearing away after meals, wiping tables, and putting tables away.
- Follow the established procedures in directing children to collect food and return trays, cutlery, and cups.
- Clean up food and water spillages on tables and floors.
- Help children with skills such as cutting food, using cutlery correctly and eating properly and to also develop children's skills in social interaction.
- Help children with lunchboxes to manage their food i.e., opening packets, drinks, etc.
- Inform class teachers if packed lunch boxes contain items that are not part of the school's policy i.e. fizzy drinks.

*This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.*



"Teachers inspire pupils to learn.

Children make a good start to their learning in early years."

- Ofsted



## Qualifications and Experience

- 🛡 Experience working with children.
- 🛡 Achieved or working towards a relevant qualification.
- 🛡 First Aid qualification.
- 🛡 Experience working as part of a team, sharing working knowledge and skills.

## Skills and Knowledge

- 🛡 Have a basic awareness of health and safety practices.
- 🛡 To have the ability to quickly assimilate new procedures and working methods.
- 🛡 Ability to demonstrate good strategies for managing children, ensuring they are involved and engaged.
- 🛡 Ability to work on own initiative.
- 🛡 To be able to develop a range of play/learning related skills.
- 🛡 Good communication skills at all levels to build relationships with children and members of school staff.

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## Personal Qualities

- Commitment to uphold the 7 Nolan principles of public life.
- Commitment to achieve the best outcomes for all pupils and promoting the ethos and values of the Trust and school.
- Ability to work under pressure, be resilient and prioritise effectively.
- Commitment to always maintaining confidentiality.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
- Commitment to own well-being and that of the whole school community.

All Essential Criteria

E = Essential

D = Desirable

# How to Apply



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

**The School Office:**

01474 822 312

office@shorne.kent.sch.uk

To apply for this role, please visit [MyNewTerm](#).



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



# Contact Us

## Shorne C of E Primary School

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