

Midday Supervisory Assistant Recruitment Pack





WELCOME

We are looking for an enthusiastic and energetic person to join our friendly and supportive lunchtime team.

The successful candidate will need to be reliable, committed and passionate about working with children.

This contract is 1 hour 15 minutes per day, Monday to Friday during term time.

ROUND DIAMOND PRIMARY

We are a welcoming and happy school where everyone is valued and respected. We have a dedicated, enthusiastic and committed team of staff who endeavour to provide a learning journey that everyone can access and enjoy.

Everyone at Round Diamond consistently works hard to give the very best education, both academically and socially, to our pupils.



“Pupils are polite, friendly and confident. The values of responsible, determined and successful underpin everything pupils do. Pupils strive to do their very best, even if they find learning challenging. Pupils enjoy their learning, as the staff make it interesting. They live up to the high expectations that staff have of them and achieve well.”

~ Ofsted, March 2025

Responsible Determined Successful

KEY INFORMATION

Age range:

3 to 11

Location:

Stevenage, Hertfordshire

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

457

Children eligible for FSM:

7.7%

2024 KS2 results:

74% achieved expected
standard (combined)

Ofsted:

Outstanding, March 2025



“The school prioritises staff’s professional development, so they can develop their teaching expertise further. This ensures that the curriculum is taught highly effectively throughout the school.”

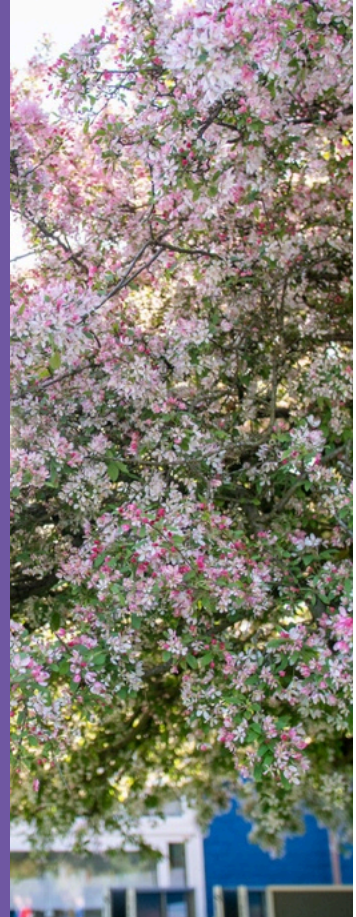
~ Ofsted, March 2025

Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



17

Schools

*All Good,
Outstanding or
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

WORKING AT IVY



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Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

~ Ofsted, Crabtree Junior, 2023

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When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

AREAS OF RESPONSIBILITY BEFORE THE LUNCHTIME BREAK

- To prepare the dining room as necessary.
- To prepare the playground games and activities.

AREAS OF RESPONSIBILITY DURING THE LUNCHTIME BREAK

- To supervise the conduct and discipline of children in the playground, dining room and around the school following set procedures.
- To implement a consistent approach to the school lunchtime behaviour procedures.
- To ensure that children are safe in the playground, dining room and around the school.
- To attend to basic welfare and first aid needs of the children (following school policy).
- To ensure that children's eating arrangements operate smoothly and calmly.
- To keep the dining room hygienic and clean during lunchtimes.
- To carry out and record minor first aid incidents.
- To report all serious first aid incidents to the Health Manager.
- To clear the dining room as necessary after lunchtime.
- During a wet lunch break, to ensure the children are supervised in their classrooms and a calm atmosphere is maintained, with children encouraged in appropriate activities.
- To organise playground games.

OTHER RESPONSIBILITIES

- To keep abreast of basic first aid techniques / requirements.
- To report to the Executive Headteacher / Deputy Head any concerns about individual children, safety issues and school routines.
- To follow the Racist Incident / Safeguarding Procedures.
- To attend team meetings in order to develop skills and receive key information updates.
- To read the staffroom board for notes to team.

DETAILS AND TIMELINE

Contract Type:

Part-Time, Permanent

Salary:

£24,413 FTE

Salary pro-rata, term time only (approx £12.65 per hour)

Closing Date:

12:00pm, 14 April 2026

Our Policies:



[Privacy Notice](#)



[Code of Conduct](#)



[Recruitment](#)



[Safeguarding](#)

This post has a minimum requirement of two references which must be your current or most recent employer.

Round Diamond Primary is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

