



**VICTOR
SEYMOUR
INFANTS' SCHOOL**



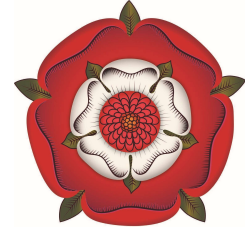
Proud to be part of the
GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Victor Seymour Infants' School,
Denmark Road,
Carshalton,
Surrey SM5 2JE

Telephone: 020 8647 9800

Email: office@vsi.school



Dear candidate

Thank you for your interest in the role of Midday Supervisor at Victor Seymour Infants' School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Victor Seymour Infants' School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Alix Brooker: abrooker@vsi.school. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Samantha Morrissy, Headteacher

ABOUT OUR SCHOOL

Welcome to Victor Seymour Infants' School
Forever Learning: Limitless potential for every child

Our school has a vibrant, nurturing, and aspirational environment, where pupils blossom and benefit from expert teaching, high expectations, and a strong sense of community. Our recent Ofsted inspection (March 2025) highlighted our commitment to excellence in all areas. We value every child, empowering them to have the highest aspirations for their future, striving to reach their full potential through the provision of a creative and innovative curriculum that challenges and engages all learners. Our pupils' behaviour is exemplary and our behaviour curriculum outlines expectations for Wonderful Walking, Lovely Lining up and STAR sitting. We support our pupils in becoming confident and respectful individuals both in and out of the learning environment.

We ensure that we are ambitious for all pupils and work tirelessly to ensure that our curriculum is well sequenced and engaging, enabling children to make excellent progress across all subjects. Our pupils are well prepared for the next stage of their education, with the majority of our pupils transitioning to Year 3 in Harris Junior Academy in Carshalton (HJAC). [Click here](#) for more information about HJAC.

We are committed to working together with you to ensure that your child has a happy, successful and fun experience during their time at school. We know that children learn best when carers and staff work together to encourage and support their learning. We have an open-door policy so please come and chat anytime! We very much look forward to meeting you and getting to know you and your child.

Read the full Ofsted report [here](#) and for more information about Victor Seymour Infants' School, you can visit the school's website.

TERMS AND CONDITIONS

CONTRACT

Permanent Part-Time

SALARY

- Salary calculated in line with NJC pay scale, points 3-6, £28,617 - £29,856 per annum (£5,015.96 - £5,233.14 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

7.5 hours per week, 11:45 to 13:15pm Monday to Friday, Term time only

PLACE OF WORK

Victor Seymour Infants' School, Denmark Road, Carshalton, Surrey SM5 2JE.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Midday Supervisor
Responsible to:	Lead Midday Supervisor, Deputy Head Teacher
Responsible for:	n/a

ROLE OVERVIEW

We are looking for an enthusiastic Midday Supervisor to join our lunchtime team. The successful candidate will have relevant experience in a similar role with a proven track record.

MAIN DUTIES AND RESPONSIBILITIES

- General supervision of pupils/students during the lunch period, in the dining hall, playground (and classrooms, in poor weather).
- Encouragement of purposeful play and social skills activities (if required).
- Supervising children washing hands etc. before eating, as required.
- Ensuring children tidy up in a satisfactory manner.
- Wiping down tables between/during sittings as appropriate.
- Working in close co-operation with other school staff, working quickly and efficiently being part of the school team.
- Ensuring that children who are not entitled to leave the school during the midday break remain on site.
- Watching for any visitors to the school during the lunch break and enquiring their purpose, giving directions as necessary.
- Dealing with minor first aid problems. Reporting any accidental injury to the senior midday supervisor.
- Checking that children are not playing in toilets, cloakrooms etc.
- Dealing with children who have been sick (including cleaning up any mess where necessary, if the premises team is off site for any reason).
- Reporting difficult children and unruly behaviour to the Senior Midday Supervisor.
- Escorting infants to class at end of play and waiting for their teacher.
- Contributing to the happy atmosphere of the school.

- To undertake Safeguarding and Prevent Training on an annual basis.
- Willing to undergo relevant training, as available.
- Awareness of relevant school policies (e.g. Equal Opportunities, Behaviour, H&S, Child Protection and Safeguarding).

In addition to the foregoing, the following general duties apply:-

All duties must be carried out to comply with the H&S at Work Act, other legal requirements and nationally agreed Codes of Practice.

Any other reasonably requested duties that may be required, provided such duties are within the competence of the employee.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Experience of working with children and be able to relate well to them		x
Willingness to undertake further CPD.	x	
First Aid Qualification or willingness to train		x
Skills and experience		
Excellent interpersonal and teamwork skills	x	
Be able to organise simple games for groups of young children if required	x	
Be patient and calm by nature	x	
Be firm but fair in matters of discipline	x	
Be willing to undergo training as required in order to develop further in the role of	x	
Ability to adapt to changes in the workplace.	x	
Ability to establish positive expectations of pupil behaviour.	x	
Ability to form good relationships with staff and pupils.	x	
Personal attributes		
Communicate effectively (both orally and in writing) to a variety of audiences.	x	
Approachable, empathetic, enthusiastic & resilient.	x	
Create a safe, happy, healthy, challenging and effective learning environment.	x	
Organised, resourceful, and have excellent time management skills.	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 2nd September 2026 Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on 8th September 2026. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



GREENSHAW
LEARNING TRUST



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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



FURTHER INFORMATION

Thank you for your interest in working at Victor Seymour Infants School as part of Greenshaw Learning Trust.

Should you need any further information, please contact

Alix Brooker, abrooker@vsi.school



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www.victorseymourinfants.org.uk