



**ROECROFT**  
**Lower School**

# Midday Supervisory Assistant

## APPLICATION PACK



**Roecroft Lower School, Buttercup Road, Stotfold, Herts, SG5 4PF**

Website: [www.roecroftlower.co.uk](http://www.roecroftlower.co.uk)

Email: [admin@roecroft.co.uk](mailto:admin@roecroft.co.uk)





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Dear Applicant

Thank you for expressing an interest in our current vacancy. We are looking for a Midday Supervisory Assistant to start in November 2025.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role. Under normal circumstances we would encourage you to visit our school to meet some of the staff and get a feel for what we do and how we run, however this is not possible at the moment.

If you would like any further information, in the first instance, please contact:

Mrs Jo Lamb

[admin@roecroft.co.uk](mailto:admin@roecroft.co.uk)

Telephone: 01462 730336

Our website has a wealth of information, so please visit the site  
[www.roecroftlower.co.uk](http://www.roecroftlower.co.uk) as you may find answers to your questions there.

We look forward to receiving your application.

*Hollie*

Mrs Hollie Cross  
Headteacher



## ETHOS AND MISSION STATEMENT

The ethos and aims of Roecroft Lower School are underpinned by an embedded belief in the teaching of a Values Based Education. Children are given the opportunity to thrive and enjoy their learning in a safe and supportive environment.

We believe our school is a unique place to work and learn. It has an individual identity that combines traditional values with a modern, vibrant vision. Ensuring our children are prepared for their futures and ready to tackle the next stage of their education with a courageous and respectful attitude. Moving into adulthood to become motivated citizens in the wider world.

Children and their families lie at the heart of this successful school. Staff bring a breadth and depth of professional knowledge and encourage a learning culture with a strong ethos of inclusion. Striving to ensure all children hit their potential whatever their starting point.

*"Together, creating a better future for our children"*



## JOB DESCRIPTION

### Midday Supervisory Assistant

NJC Level 1d (Points 2-3) £24,413 - £24,796 FTE

**Actual pro rata salary £7,355 - £7,470**

**12 ½ hours (11:45-14:15 Mon-Fri)**

Term time only +5 inset days

**RESPONSIBLE TO:** Senior Midday Supervisory Assistant under the general direction of the Headteacher

**JOB PURPOSE:** To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

#### MAIN RESPONSIBILITIES:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own packed lunch.
2. Helping to set up the dining halls.
5. Supervision of hand washing as required.
7. Supervision of pupils' entry into the dining room, including any walk or journey to the dining halls which might be required.
8. Assistance for pupils where necessary to carry trays etc to the table and to return empty trays etc.
9. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
10. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
10. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Positive Behaviour Policy. Organising play/games as appropriate inside school on wet days.
11. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
12. To undertake any other duties of a similar level and responsibility as may be required.



## PERSON SPECIFICATION

### Midday Supervisory Assistant Level 1

	Essential	Desirable
Education/ Qualifications	Good general standard of education.	
Skills/Knowledge/ Aptitude	Empathy with the needs of children and young people.  Ability to work as part of a team and to use own initiative when appropriate.	
Experience	Experience of working with children (including raising own children or other unpaid activity).	Previous experience of working with children in a caring or educational environment.
Motivation	Willingness to undertake further training as required.	
Physical	Ability to undertake all physical aspects of the post.	
Other	Must be fluent in the English language in accordance with the Immigration Act 2016.  Willingness to undertake First Aid training.	Current First Aid certificate.



## HOW TO APPLY

Please complete your application via the link below to MyNewTerm  
[www.mynewterm.com/school/Roecroft-Lower-School/109484](http://www.mynewterm.com/school/Roecroft-Lower-School/109484)

If you are short-listed, we will seek references prior to interview and may contact previous employers for information or to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview. Sorry, but we are not able to accept CVs.

Closing date: Midday on Friday 6<sup>th</sup> March 2026\*

Interview date: Interviews will be conducted on a rolling basis

Start date: ASAP

\* We reserve the right to close this vacancy prior to the advertised deadline if a suitable candidate is successfully recruited for this position.

Roecroft Lower School is committed to the safeguarding of children and we adopt recruitment procedures that promote the safety and well-being of children. All posts are subject to Enhanced DBS clearance.

We welcome visits to the school, so please contact the school office for available dates.

If you are invited for interview, you will receive communication via MyNewTerm explaining the date and time of interview and detailing what you need to bring with you. The interview process may include a skills test. For teaching posts, you will be asked to demonstrate your teaching skills. Please check the interview arrangements carefully to make sure you understand the selection process.

It is our policy to contact every applicant of the outcome of their application.

Any offer of employment will be conditional upon:

- Verification of right to work in the United Kingdom;
- Receipt of at least two satisfactory references;
- Verification of identity and qualifications;
- Satisfactory pre-employment online search as recommended by KCSIE 2022
- Satisfactory Enhanced DBS disclosure;
- Verification of professional status such as QTS, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

You should be aware that provision of false information including information relating to health and qualifications is an offence and could result in your application being rejected or summary dismissal if you have been selected.