



Pix Brook Academy Application Pack

Midday Lunch Supervisor

Part time – Two hours a day, Mon-Fri
12:15pm-2:15pm





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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Gary Wilson

Business Manager

gwilson@bestacademies.org.uk

Tel: 01462 416243

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. Visits to the school are welcomed.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities.
- All classrooms have 21st century technology including Clevertouch interactive screens. All teachers receive a lap top.
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning.
- Supportive, experienced team with fully planned and resourced curriculum.
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression.
- Rural location with extensive parking yet only 35 minutes from London King's Cross.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 21st June 2026

Interview date: Week beginning 22nd June 2026

We reserve the right to review applications and appoint a candidate prior to the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Midday Lunch Supervisor

Job Title	Midday Lunch Supervisor
Based at	Pix Brook Academy
Salary/Grade Range	£12.85ph
Responsible to	Cover Team / Head of Department
Hours	10 hours a week term time only. 12:15pm-2:15pm

Purpose of Role

To work as part of a team to ensure the safety, welfare, and good conduct of our young people during the lunchtime breaks. The role involves supervising students across two distinct lunch sittings, maintaining a clean and tidy dining environment, and promoting a calm, positive atmosphere that allows students to eat and socialise safely.

Duties and Responsibilities

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Supervision and Student Welfare

- Supervise students in the dining hall and indoor communal areas during the school's two lunch duties.
- Encourage good manners and polite behaviour. Manage queues effectively and gently intervene to diffuse inappropriate or silly behaviour to maintain a relaxed and orderly dining atmosphere.
- Encourage young people to interact positively and ensure no child is left isolated.
- Support with minor first aid incidents or cuts/scrapes according to school policy.
- Report any significant behaviour issues, accidents, or safeguarding concerns immediately to the Senior Leader on duty.

Cleanliness and Environment Management

- Wipe down dining tables, clear away stray trays/cutlery, and clean up food or liquid spillages promptly during and between the two lunch sittings.
- Guide students to clear their own plates and rubbish into the correct recycling and waste bins, ensuring the area remains tidy.
- Assist with the basic setup or packing away of lunchtime areas as required, leaving the canteen clean and safe.

General Whole-School Responsibilities



- Comply with all school policies relating to child protection, health and safety, confidentiality, and data protection.
- Work collaboratively with catering staff, site teams, and teaching staff to ensure the lunchtime period runs like clockwork.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Midday Lunch Supervisor

Attributes	Essential	Desirable
Education and Qualifications	Experience interacting with, caring for, or volunteering with children or young people.	Valid First Aid certificate (or willingness to undergo training).
Skills and Experience	<p>Ability to communicate clearly and firmly, yet kindly, with young people.</p> <p>Ability to command respect and manage groups of students positively without shouting.</p> <p>Ability to work effectively as part of a busy lunchtime team.</p> <p>An understanding of basic health, safety, and hygiene rules.</p> <p>Capability to stand for the duration of the two-hour shift and undertake light cleaning/wiping duties.</p>	<p>Previous experience working in a school environment or community youth group.</p> <p>Experience in a customer-facing, catering, or cleaning role.</p> <p>Understanding of basic Safeguarding / Child Protection principles in schools.</p>
Personal Attributes	<p>A warm, approachable, and patient manner.</p> <p>Calm under pressure when the dining hall gets busy.</p> <p>Reliable, punctual, and strictly consistent with attendance.</p> <p>Passionate about creating a positive school experience for young people.</p>	
Other	Appropriate DBS clearance, references and checks (before the post is taken up).	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

