



MID DAY SUPERVISOR

Central MAT Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF

Candidate Information Mid Day Supervisor Burton Green Academy

Together, pursuing life in all its fullness

MID DAY SUPERVISOR

About the Role

The Trust is looking to appoint an inspirational and highly effective Mid Day Supervisor who is committed to supporting Burton Green Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A part time, permanent role on a Term Time Only basis.
- A salary of £24,796 per annum FTE. This is on the NJL payscale, spine point B3
- Eligibility to join the LGPS Pension Scheme
- A supportive network of professional colleagues
- A strong culture of professional development, including access to apprenticeship levy development
- The opportunity to be part of an aspirational organization and contribute to its development and growth
- Employee Assistance Programme
- Cycle to Work Scheme
- Employee Benefits Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Tracey Mafe our Academy Business Partner, directly at tracey.mafe@greenleek.covmat.org for an informal discussion about the post.

Please note the closing date for applications is 25th March 2026. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on 26th March 2026

MDS Job Description

KEY PURPOSE

Supervise toileting and washroom activity
Escort children to and from dining room
Supervise collection of meals and assist with use of cutlery
Assist pupils when returning used plates, trays, cutlery, glasses/beakers and when clearing tables
Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away and empty bins
Clean tables between and at the end of sittings
Ensure a safe environment by cleaning up spillages
Supervise classroom and outside activities, encouraging inclusion
The administering of first aid, when needed, to children after receiving the relevant training
Ensure orderly return to classroom

Attend to pupils who have minor accidents or become ill
Report to Supervisor if accident occurs or if pupil falls ill
Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
Report to Supervisor any breaches of school rules
The head teacher may at times request that MDS undertake additional tasks that are commensurate with the post and grading of their role

ACCOUNTABILITIES

The appointee will be line managed by the Headteacher.

PRINCIPAL RESPONSIBILITIES

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Midday Supervisor will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.

- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1.	Basic Literacy skills to be able to understand school policies and complete accident book	x				
Knowledge and understanding						
1	Knowledge of health and safety at work		x			
2	Previous professional child care/midday supervisor experience		x			
3	Understanding of COSHH		x			
Skills and abilities						
1	Ability to work as part of a team	x				
2	Ability to use own initiative	x				
3	Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules	x				
Personal qualities						
1	Have a sense of pride in your work and be driven to do your best	x				
2	Be reliable and consistent in your approach to work	x				
3	Be punctual and work efficiently	x				
4	Be flexible and adaptable to situations	x				
5	Be aware of cultural differences		x			
6	Be approachable to children and have good communication skills	x				

I _____, hereby confirm that I have received a copy of the Job Description for the post of **Mid Day Supervisor**

Signed

Date

