



Woodfield
Infant School

LUNCHTIME SUPERVISOR

**Recruitment Pack
Closing Date: TBC
Required April 2026**



A message from Beck Preece, Headteacher

Thank you for your interest in joining our school.

We are looking to recruit a friendly and dedicated team member to support our school in providing lunchtime support to children in our friendly and nurturing school and nursery setting.

We are a warm, welcoming and supportive team and children in our setting are enthusiastic and happy. We are looking for the right person to join our team who will demonstrate a passion for team working and providing the very best quality of care for our children and will embody our school values.

Happily learning together.
Be kind, be responsible, be hardworking.
This is the Woodfield Way!

We were inspected by Ofsted in April 2025 who rated us as outstanding in all five areas and described our school as...

"Woodfield Infant School and Nursery is a highly inclusive and welcoming school. All pupils, including children in the early years, achieve exceptionally well. The school is ambitious for all pupils at this school. This ambition is fully realised. Pupils' behaviour here is exemplary. The school's motto, 'The Woodfield Way', is demonstrated by the school community. They demonstrate their values of 'Be kind. Be responsible. Be hardworking'. The school's caring and nurturing environment means that all pupils, including pupils with special educational needs and/or disabilities (SEND), feel valued. As a result, pupils thrive and are well prepared for their next stage in education." Ofsted, April 2025



Woodfield Infant School

Post Title:	Lunchtime Supervisor broken down as follows: 1 x 7.5 hour per week postLunchtime Supervisor Fixed term until the 31st July 2026 in the first instance
Reporting to:	Beck Preece, Headteacher
Salary:	Grade 2 £12.65 per hour (rising to Grade 3 £12.85 from 1/4/2026)
Hours of work:	1.5 hours per day 7.5 hours per week 11.45 am to 1.15 pm Monday to Friday All posts are term time only (there is also a possibility of casual hours as an assistant in our wraparound care provision either before or after school)
Location:	Woodfield Infant School, Woodfield Road, Shrewsbury SY3 8LU

Core Purpose of Role:

A midday supervisor will be part of a team that is responsible for supervising children both in the lunch hall and on the playground over lunchtime to ensure that the break runs effectively and that the safety and welfare of children is maintained.

Duties and responsibilities:

Supervision

- Supervise children in in the dining hall, playground and classrooms (during wet play)
- Encourage children to eat their lunch and monitor those who don't, reporting any concerns to the kitchen team.
- Monitor children that aren't engaging in play and feed back any concerns to class teachers
- You may be asked to attend school trips on occasion.

Organisation

- Help the kitchen team to set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage children' entrance and exit from the lunch area in an orderly manner by collecting the children from their classrooms.
- Assist the children in finding their names on our lunchtime food system
- Clean up food and water spillages, wipe tables.
- Assist and encourage the children to return their plates to the catering staff.



Health and safety

- Observe children and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's safeguarding reporting procedures
- Be aware of and support children with medical/dietary needs
- Promote the school's policy around healthy eating to children
- Feed back concerns relating to children' health and safety to a senior member of staff

Behaviour

- Encourage children to respect the Woodfield Way and to report any incidents of serious to the relevant staff member, in line with the school's positive behaviour policy
- Take necessary action to minimise disruption and harm to children, in line with the school's positive behaviour policy
- Make sure children tidy up after themselves in the playground and when using play resources/equipment
- Follow any directions from class teachers on supporting specific children with challenging behaviour

Play

- Organise play activities to encourage children to play and make use of play equipment
- Offer educational instruction where needed to help children to share play equipment
- Help to resolve issues between children during play activities

Safeguarding

- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required



Knowledge and Qualifications:

Person specification:

Qualifications and training

- First aid training (or willingness to complete it)

Experience

- Working with children is desirable
- Working as part of a team

Skills and knowledge

- Ability to respond quickly and effectively to issues that arise
- Ability to use own initiative and take action accordingly
- Effective communication with adults and children
- Ability to follow instructions from senior team members
- Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies
- Ability to build effective working relationships with colleagues

Personal qualities

- Commitment to supporting and understanding pupil needs
- Uphold and promote the ethos and values of the school
- Maintain confidentiality at all times
- Commitment to safeguarding, equality, diversity and inclusion





We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)





What we can offer you

Mission Statement: Happily Learning Together. Be kind, be responsible be hardworking. This is the Woodfield Way

Vision Statement: Our vision is to be an excellent, happy school where we all work together to help everyone be the best they can be. Our ethos is one of inclusion, aspiration and positivity; valuing everyone's talents and abilities and using them to the best to help each other progress.

School Values: To be kind; To be responsible; To be hardworking



Join Empower Multi-Academy Trust - Where People Matter



EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



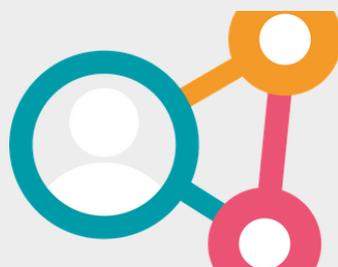
AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.



Application & Selection Process

Please complete the online application form in full detailing how your skills, experience and attributes demonstrate your suitability for the role.

Applications should be sent to Liz Sidaway, Business Support Manager, via the My New Term platform.

The closing date for applications is: date to be confirmed

Interviews will be held on: date to be confirmed

Start Date: April 2026

Selection Procedure:

Successful candidates will be invited to interview on a date to be confirmed.

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day interview:

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring their qualification certificates.

Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation

Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, uses passwords, virus protection and has firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
 - Direct marketing
 - Processing for scientific / historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

