

**St Bernadette**

**Catholic Secondary School**



**School Meals**

WHO MIGHT BE INTERESTED?

**Supervisor Assistant**

**Application Pack**





October 2025

Dear Applicant,

We are delighted that you are considering applying for the role of School Meals Supervisor Assistant at St Bernadette Catholic Secondary School.

At St Bernadette's, we are a school with high ambition, strong Catholic values, and a commitment to excellence. Our recent Ofsted inspection (January 2025) reaffirmed our strengths, grading us as a Good school, with inspectors praising the quality of teaching, high expectations, and a positive, supportive environment.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us. If you have any questions or are interested in a tour of the school please contact Steph Lindley the Headteacher's PA [recruitment@Stberns.bristol.sch.uk](mailto:recruitment@Stberns.bristol.sch.uk)

Best wishes,  
Edward Walker  
Headteacher





## School Meals Supervisory Assistant (SMSA)

Required: October 2025  
Salary: BG4 s/p 2-3 (£12.65-12.85ph)  
Location: Whitchurch, Bristol  
Contract Type: 10 hrs pw 12.30pm-2.30pm  
Contract Term: Permanent - Term time only

**The Governors of this outstanding Catholic 11–16 school are seeking to appoint enthusiastic and proactive School Meals Supervisory Assistants (SMSAs) to join our dedicated team supporting students during the midday break**

### **You will:-**

- Supervise, guide, and assist children during lunch breaks—both in the dining hall and playground.
- Support good behaviour and positive interactions among pupils.
- Carry out basic cleaning tasks during and after lunch (e.g., wiping tables, clearing trays, mopping small spills).

### **You are:-**

- Committed to making lunchtime a positive, smoothly-run, enjoyable experience
- Flexible, self-motivated & able to work as part of a team.
- Ideally experienced in working effectively within a learning/childcare setting, able to build a rapport with people at all levels - ages, ability and background.

### **We can offer:**

- Happy, friendly and talented students
- Enthusiastic, committed and friendly staff
- A school with strong care, support and guidance

Contact us:

Email – [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

Website – [www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)

Application forms are available on the [website](#) or by emailing [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

Closing date— 9am Monday 3<sup>rd</sup> November 2025

Interviews— TBC

We encourage you to submit your application as soon as possible as we reserve the right to interview and appoint before the closing date.





# About our School



St Bernadette's is a vibrant and successful secondary school located in Whitchurch, South Bristol. Our recent Ofsted inspection in January 2025 highlighted the strong leadership, high-quality teaching, and excellent pastoral care that characterize our school. Inspectors particularly praised the harmonious atmosphere, the positive relationships between staff and students, and the ambitious curriculum designed to meet the needs of all learners.

While our Catholic identity remains an integral part of our community, we pride ourselves on being a welcoming and inclusive school. Our mission is to support every student to achieve their potential, develop as confident and responsible individuals, and prepare for the opportunities and challenges of adult life.

## Key Features of St Bernadette's:

- Maintained the school's Good rating in all areas at the most recent Inspection (January 2025).
- Graded as an Outstanding Catholic School in 2022 S.48 inspection
- A commitment to academic excellence and personal development.
- Strong systems of care, support, and guidance for all students.
- A vibrant and inclusive community with a focus on mutual respect and collaboration.





# A community of faith

Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.

Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips, retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.

Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.







# A community of learning

St Bernadette's is an ambitious learning community. Our approach is underpinned by a research-informed approach to teaching. Our practice is guided by Rosenshine's principles, ensuring evidence-based strategies drive high-quality instruction. We are committed to fostering scholarship, encouraging pupils to embrace academic challenge, take responsibility for their learning, and strive for excellence.

Our broad and rigorous curriculum ensures all pupils achieve their full potential, balancing the depth of traditional subjects with the innovation of new technologies. Teaching is adapted through flexible groupings, allowing every pupil to access appropriately challenging content. Progress is closely tracked against ambitious targets, ensuring high expectations for all.

Scholarship is central to our ethos, now framed by six key attributes that shape our pupils as 'St Bernadette Scholars.' These attributes are explicitly developed through lessons, our reward system, and wider school life, embedding a culture of academic excellence.

Staff development is integral to our success. Our CPD model is structured around instructional coaching, WALKTHRU's, and collaborative expertise, ensuring continual growth through evidence-based practice. By investing in our teachers, we secure the highest standards of learning and aspiration, positioning St Bernadette's as the academic choice for the Catholic community.





# Excellence at St Bernadette's



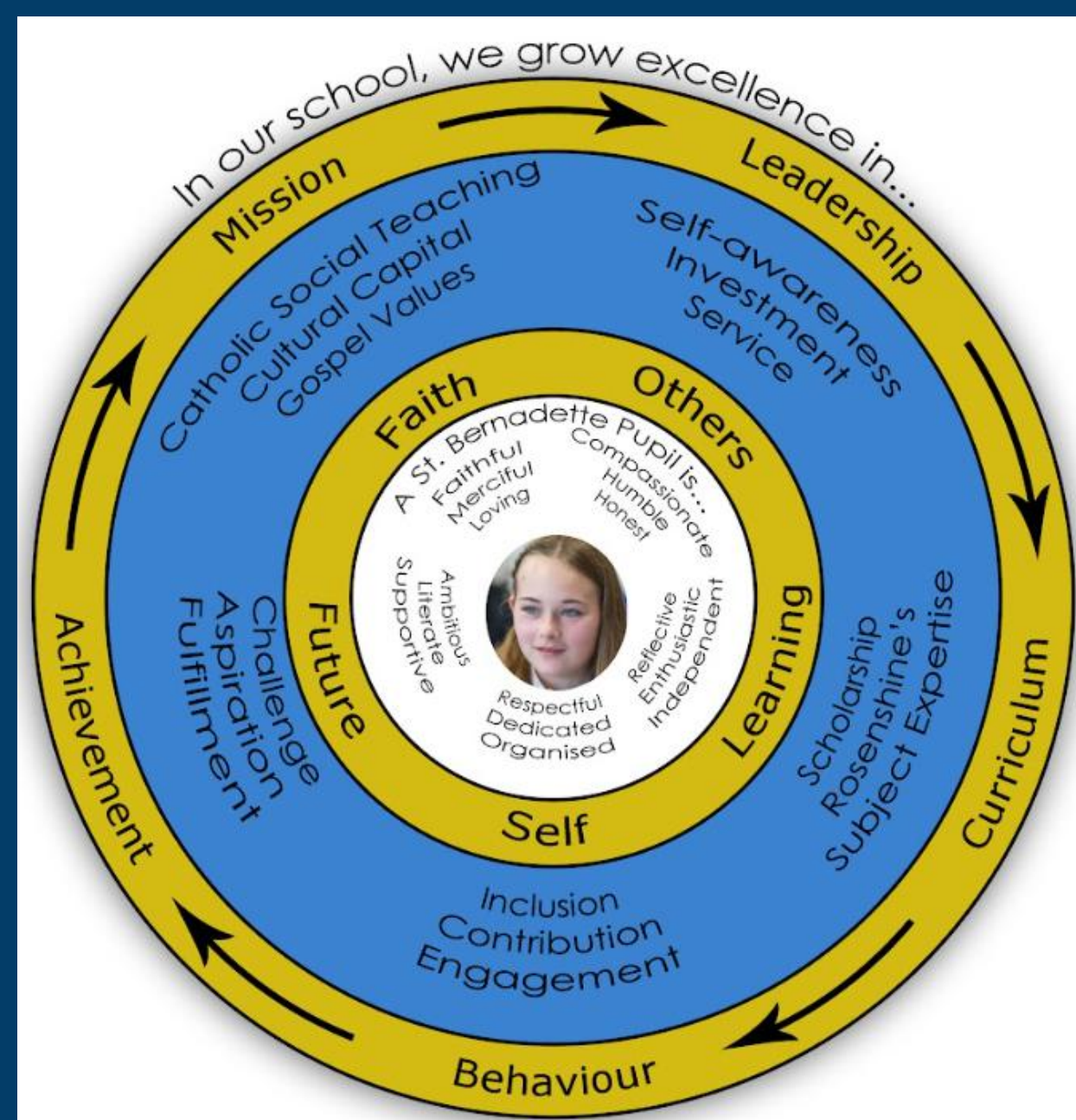
## A Strong and Improving School

Our school continues to go from strength to strength. Recent data shows:

✓ Academic Success – Progress 8 and GCSE attainment have improved significantly, with students achieving strong outcomes across a broad and ambitious curriculum. Many of our pupils progress to top post-16 providers, including St Brendan's Catholic College and Russell Group universities.

✓ Parent & Staff Confidence – Over 90% of parents consistently recommend the school, reflecting our high expectations and strong relationships with families. Staff support for leadership is consistently high, with surveys showing deep trust in our vision and direction.

✓ Outstanding Behaviour & Culture – Our centralised behaviour system is highly successful, ensuring students can learn in a calm, structured, and aspirational environment. Behaviour is consistently praised by external visitors, and attendance continues to strengthen year-on-year.





# Why work for us ?

Our 2025 Ofsted inspection highlighted

- “The safe, welcoming, and inclusive environment we create for all pupils, ensuring they feel valued and supported.
- The high expectations we set for behaviour, leading to a calm and orderly learning environment.
- Our broad and ambitious curriculum, carefully designed to help pupils build their knowledge over time.
- The strong support for pupils with SEND, ensuring they can access learning effectively.
- The impact of our careers and personal development programme, preparing pupils well for their next steps.
- The strong leadership and governance ensuring that our shared vision for the school is clearly understood and supported.”

In addition we offer:

- A strong Catholic ethos - judged “Outstanding” in our 2022 Section 48 Inspection
- Happy, friendly and talented students  
Enthusiastic, committed and friendly staff and governors
- A full package of wellbeing and health support.







# Job Description

## Purpose of the Job

To supervise, guide and assist children during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period.

## Key Job Outcomes

To give support and advice to the SMSA Team, and assist the Headteacher by allocating routine duties to the team.

To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting.

Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour

Work to council and school policies to maintain a safe environment for pupils and other staff.

## General Accountabilities

A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, safety and Welfare policy, departmental policies and codes of practice

B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards





# Employee Specification

ESSENTIAL (Must have)	DESIRABLE (Should have)	ADVANTAGEOUS (Could have)
<p><b>Knowledge &amp; Experience</b> Basic hygiene procedures</p> <p><u>Schools</u> policies relating to behaviour and Health &amp; Safety</p> <p>Language Skills: Medium level of Fluency. The ability to converse with citizens and provide advice in accurate spoken English, or through a BSL interpreter as at times may be first point of contact.</p> <p><b>Abilities &amp; Aptitudes</b> Ability to communicate and interact across a wide range of adults and pupils</p> <p>Ability to follow written or verbal instructions.</p> <p>Ability to work empathically with children</p> <p>Ability and willingness to work cooperatively as part of a team.</p>	<p><b>Knowledge &amp; Experience</b> An awareness of child protection issues</p> <p><b>Abilities &amp; Aptitudes</b> First aid certificate</p>	
<p><b>SPECIAL CONDITIONS</b> The post holder will be required to pass relevant safeguarding checks including DBS checks and <u>Barred</u>. Where the job involves working within early years services at any time it will be offered/the employee is required to confirm that they are a not disqualified from working within early years services by association.</p>		