

How to Apply





Job Description

Job Title: Midday Supervisor for BFLPT based at Dunsville Primary School

Salary: FTE £24,796– £25,185

Grade: GRADE 4, SCP 03–04 (£3,386 – £3,439 per annum)

Hours: 6.25 hours per week

Contract Type: Part time, term only permanent

Responsible to: Headteacher

Main Duties:

- To supervise pupils, who remain on the school premises during midday break, ensuring their safety, welfare and general well-being.
- Ensure that the pupils wash their hands before eating;
- Escort pupils to and from the dining area, as necessary;
- Ensure that if pupils have school lunch they are in the dining hall at the correct time;
- Support pupils at the servery counter when choosing food, support with the proper use of cutlery and help them cut up their food when necessary;
- Assist pupils with the return of used plates, trays, cutlery and beakers when lunch is finished;
- Report to the Senior Midday Supervisor/Inclusion leader any cause for concern;
- Attend to any pupils should they become ill during the midday break, and again seek appropriate assistance;
- Liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required
- Attend training to support the role, as required.
- Supervise the pupils during lunchtime playtime.
- Report to the Senior Midday Supervisor/Inclusion Leader any cause for concern;
- Support constructive play opportunities for pupils when required;
- Ensure that children remain within a safe environment, and that they play safely;
- Set suitable behaviour standards in line with school policy;
- Effectively manage behaviour in line with the school policy
- Help children acquire social skills;
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- Assist the pupils with toileting needs/changing in line with any personal care plan.
- Report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules;
- Liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required
- Set an exemplary example to children at all times
- To promote a culture of vigilance around safeguarding at all times
- To report any safeguarding issues to the DSL immediately

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

Person Specification

Job Title: Midday Supervisor for BFLPT based at Dunsville Primary School

Band: GRADE 4, SCP 03-04

Responsible to: Headteacher

Knowledge & Experience :	Essential	Desirable
I Previous experience of working with children	✓	
I Experience of primary aged children		✓
I Good understanding of school policies and procedures	✓	
I Child Protection procedures	✓	
Qualifications:		
I Competent literacy/numeracy/oral skills	✓	
I Willingness and ability to obtain and/or enhance qualifications and training for development in the position	✓	
I First Aid Certificate		✓
I Other specific courses and qualifications relevant to position		✓
Personal qualities:		
I Ability to relate well to children and adults and work as part of a team	✓	
I A calm, flexible, pleasant and sympathetic manner	✓	
I Be responsible		
I Respond calmly and quickly to developing situations	✓	
I Be organised and able to keep simple records	✓	
I Work well in a team setting	✓	
I Be flexible and use own initiative	✓	
I Have a good sense of humour	✓	
I Personal interests and skills which can be used to enhance a specific delivery of an activity	✓	✓
Safeguarding:		
I Has a good understanding of safeguarding	✓	
I Is proactive in promoting a safeguarding culture	✓	
I Previous experience of dealing appropriately with safeguarding issues	✓	
I Demonstrates a commitment to Fundamental British Values	✓	
I Personally committed towards making improvements for children	✓	
I Has previous experience of working in a school environment		✓

The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.



How to Apply...

Thank you for your interest in joining BFLPT.

For an informal, confidential discussion about this role, please contact **Ann Gale** on, **01302 882958** or email **vacancies@dunsville.doncaster.sch.uk**

The closing date for applications is **9am on 3rd July 2026**

Interviews are scheduled **to be confirmed**

Applicants are advised to read the BFLPT Recruitment Pack carefully, in conjunction with the job description and person specification, prior to submitting an application.

To apply, please submit:

- A completed application form
- A supporting letter
(maximum two A4 pages) outlining:

- Your motivation for applying
- How you meet the person specification
- The experience, skills and qualities you would bring to the role

To begin your application, please follow the link on our Trust website: [Brighter Futures](#)

If invited to interview, where modifications/reasonable adjustments are required for a disability, it is the candidate's responsibility to notify the school/Trust in advance.



BFLPT is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company number 07939747) whose registered office is at Hungerhill Lane, Edenthorpe, Doncaster DN3 2JY



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