



Castle Newnham Application Pack

Midday Supervisory Assistant (North Site Year 5 & 6)




BEST
BEDFORDSHIRE
SCHOOLS TRUST



CONTENTS

1. Introduction
2. About BEST
3. About Castle Newnham
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to Castle Newnham 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:

Lauren Crowley

School Business & Operations Manager

cnrecruitment@bestacademies.org.uk

Tel: 01234 303403

Castle Newnham

South Site – Reception - Year 4: Goldington Road, Bedford MK40 3EP

North Site – Year 5 - Year 11: Polhill Avenue, Bedford MK41 9DT

www.castlenewnham.school



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 CASTLE NEWNHAM

Castle Newnham is an all-through school with approximately 1,400 pupils located in the county town of Bedford.

Its most recent Ofsted inspection saw the school's primary phase graded at Expected Standard in all areas of the new framework in March 2026. The secondary phase was graded Good in April 2024.

At Castle Newnham, ambition and care for all pupils are at the heart of everything we do. Our goal is to provide our local community with a high-quality, seamless educational experience that supports each child's individual journey.

Knowing pupils throughout their time in education and close working with families is a central component of our vision.

Castle Newnham is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road, while the North site is a short walk away on Polhill Avenue near the University of Bedfordshire, with whom we are a lead school in a very well-reputed teacher training partnership.

We hope this application pack, alongside our school website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in.

Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our traditional values of hard work, good behaviour and kindness on a daily basis.



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: 9.00am, Monday 7th September 2026

Interview date: W/c Monday 14th September 2026

Start date: ASAP

We encourage you to apply at your earliest convenience. The Trust reserves the right to interview and appoint a suitable candidate before 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

Post	Midday Supervisory Assistant (Year 5 – Year 6) Casual & Permanent Contract available
Responsible to	School Business and Operations Manager
Salary/Grade Range	NJC Scale 1D Point 3 (£12.85 per hour)
Key Relationships	Senior leaders, teaching staff and administrative staff
Location	Castle Newnham (North Site) Year 5 – Year 6 (Polhill Avenue)
Working Pattern	Monday to Friday 12:20pm – 1:20pm (potentially 1:20pm – 2:20pm during summer exam period) (part time plus training days)
Disclosure Level	Enhanced
Job Purpose	To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

Duties and Responsibilities

- Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
- Supervision of hand washing as required.
- Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
- Assistance for pupils where necessary to carry trays etc to the table and to return empty dishes etc to the service counter.
- Assistance for specific pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.



- Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Policy. Organising play/games as appropriate inside school on wet days.
- To undertake any other duties of a similar level and responsibility as may be required.

Professional standards

- Support the ethos, vision, principles and values of the school;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;
- Read and adhere to the various policies of the school and Trust, including safeguarding, and implement the relevant sections of school improvement plans;
- To undertake specific and appropriate tasks as identified by the Headteachers as and when required;
- Maintain a calm sense of perspective and good humour when supporting colleagues
- in potentially difficult situations;
- Be proactive and take responsibility for matters relating to health and safety.

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 Supervisory Assistant

Attributes	Essential	Desirable
Education & Qualifications	Educated to GCSE level (or equivalent).	
Professional Experience	Experience in supporting children.	Experience of working at a school or educational establishment.
Professional Knowledge, Skills and Understanding	Effective oral / written communication skills	First Aid certificate
Personal Qualities	Accuracy and attention to detail Flexible approach to work Ability to work with and relate to academic staff and students Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children Reliable.	
Physical	Ability to move and stand for blocks of time. Ability to carry equipment as and when required.	
Other	Willingness to be flexible Willingness to undertake further training A commitment to equality principles and practices Value and respect the views and needs of children and young people Appropriate DBS clearance (before the post is taken up)	Knowledge of relevant safeguarding / child protection legislation and best practice.

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

