



# Lunchtime Supervisor - Candidate Pack

**Status:** Permanent - Part time

**Salary:** Scale Point 1 - £2,777.21 actual per annum

**Hours:** 5 hours per week, term time only. Hours between 11:30am - 1:15pm Monday to Friday (1 hour per day)

**Location:** Oak Hill First School, Wirehill Drive, Lodge Park, Redditch, Worcestershire, B98 7JU.

**Start date:** TBC



Central Region  
Schools Trust

Founded by the RSA



# Oak Hill First School

*Little seeds grow magnificent trees*



# ADVERT

Oak Hill First School is excited to be recruiting for a Lunchtime Supervisor to join our team.

The role provides an excellent opportunity for someone who enjoys working with highly experienced and supportive staff, in a fast-paced and varied environment.

Further information about the Trust can be found on our website at Central Region Schools Trust –  
Founded by the RSA.

Further information is available on the Trust's Website - [www.centralregionschoolstrust.co.uk](http://www.centralregionschoolstrust.co.uk)  
(Vacancies – Central Region Schools Trust).

**How to apply & Closing Date:** To apply for this position please complete an application through My New Term no later than 9:00am on Monday 8<sup>th</sup> June 2026, with interviews taking place on Thursday 11<sup>th</sup> June 2026.

Early applications are encouraged as we reserve the right to close the advert prior to its expiry date should suitable candidates apply. All shortlisted candidates understand they will be subject to an online search.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with the Children's barred list.



## Lunchtime Supervisor Candidate Pack

Oak Hill First School is seeking to appoint a Lunchtime Supervisor to join our friendly, dedicated and hardworking team. The post will commence once all pre-employment checks have been completed.

We are looking for a candidate who:

- Enjoys working with children
- Is energetic, flexible and able to work within our team
- Is sensible and able to use their own initiative
- Can assist with the management of lunchtimes within our school

Oak Hill First School is committed to safeguarding and the PREVENT strategy and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pupils learn to accept and uphold our fundamental British values.

All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A Disqualification Self Declaration Form is to be completed and returned with the application.

We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

### Our School

Oak Hill First School opened in September 2001 to serve the well-established districts of Lodge Park and Greenlands.

The school is a large 3 form entry first school with accommodation for 450 pupils (aged 4-9) plus 78 part time places for Nursery children (aged 3-4). Our school is subdivided into 3 phases. We have two non class based Assistant Headteachers who are phase leaders (EY & Y1 or Y2-Y4). The Principal, Vice Principal, two Assistant Head Teachers and Business Lead make up our effective Leadership and Management team.

Staff and pupils enjoy working in an attractive and well-resourced and well maintained environment. The school offers good sized classrooms, a large hall with a stage, a music/drama area, a library, large practical areas and the exclusive use of the Children's Centre. The school has significantly invested and continues to maintain an extensive range of ICT hardware.

The majority of our pupils transfer to Woodfield Academy School who are on our neighbouring site. The grounds include a field, three playgrounds a large early years environment as well as an active Forest School area.

We value working collaboratively with other local schools and have an established a network providing support for each other. We joined Central Region Schools Trust in January 2024 and we have already benefitted from a host of professional development opportunities as well as working with our trust team members in the classroom to further enhance the quality of teaching and learning.

Developing and improving the quality of provision for our pupils is exciting and we are keen to appoint staff who are enthusiastic, well-motivated and who are willing to go the extra mile to support us in moving forward to secure the best possible education and care for pupils. We want our pupils to be exceptional learners.

Oak Hill First School offers a safe, welcoming and caring environment in which all members of the school community are valued and encouraged to achieve the highest standards. The school will emphasise the importance of children's personal and social development, along with promoting high academic standards across the curriculum in order to prepare children for the opportunities, experiences and responsibilities of adult life. The staff and governors are committed to working cooperatively with parents and the local community to ensure that children develop a lifelong love of learning in a stimulating, happy and well-resourced environment.

### OAK HILL FIRST SCHOOL AIMS

**“Little Seeds Grow Magnificent Trees”**



By working collaboratively and effectively with parents, carers, the local community, our central team members and relevant support agencies Oak Hill First School we aim:

**to help children develop a healthy way of living.**

**for children to learn in a safe and caring place.**

**for children to enjoy school, feel good about their learning and get better at what they know and can do.**

**to help children understand how to work and play with others.**

**to help our children become good at writing, reading and mathematics.**

Oak Hill First school aims to meet the needs of all pupils regardless of intellectual ability, physical, sensory, emotional/behavioural difficulties, gender, social and cultural background, religion or ethnic origins.

We have and seek to maintain a school community that is:

- **Ready to learn**
- **Respectful of themselves and others**
- **Safe in school**

We are committed to a partnership approach to promoting positive behaviour and interventions that support staff and learners.



**Oak Hill First School**

*Little seeds grow magnificent trees*



### Job Purpose

To ensure, individually or part of a team, the welfare and safety of all children during lunchtimes.

### Main Duties

- To supervise children on school premises and grounds.
- To supervise children who use catering facilities at the school.
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Principal/Teacher in charge/Senior Lunchtime Supervisor/Designated Safeguarding Lead.
- To ensure a safe environment (e.g. reporting broken glass to the Site Manager).
- To report any minor injuries to children to the designated person (i.e. cuts, bruises).
- To help children partake of food where necessary.
- To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area).
- To watch for intruders on the site during periods of duty.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

### General Duties

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post

# Person Specification

Criteria	Essential	Desirable	Method of Assessment
 <p>Education and Qualifications</p>		<ul style="list-style-type: none"> <li>Relevant qualifications or recent appropriate in service training</li> </ul>	Application form and certificates
 <p>Experience</p>	<ul style="list-style-type: none"> <li>An understanding of the needs of children aged 4-9</li> </ul>	<ul style="list-style-type: none"> <li>Current or previous experience with children in the First School age range</li> <li>Working in a team</li> </ul>	Application form, references and interview
 <p>Skills and Attributes</p>	<ul style="list-style-type: none"> <li>The ability to communicate well with a range of people</li> <li>Ability to respond quickly and effectively to issues that arise</li> <li>Ability to use own initiative and take action accordingly</li> <li>Ability to follow instructions from senior team members</li> <li>Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies</li> </ul>	<ul style="list-style-type: none"> <li>Has previous experience working with pupils (aged 4-9) and can demonstrate a commitment to the general welfare of pupils</li> </ul>	Application form, references and interview
 <p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>Is self motivated and conscientious</li> <li>Has the ability to be a good team member</li> <li>Committed to the personal and social development of all children and understanding their needs</li> <li>Is reliable, honest and approachable</li> <li>Maintain confidentiality at all times</li> <li>Commitment to safeguarding, equality, diversity and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>A sense of humour</li> <li>Flexibility</li> <li>A positive outlook</li> </ul>	Application form, references, and interview

## Next Steps...

If you are excited by this role and believe you have the vision and values to fulfil this challenge, then we would encourage you to apply.

**Closing date:** 9:00am on Monday 8<sup>th</sup> June 2026, with interviews taking place on Thursday 11<sup>th</sup> June 2026.

### Want to know more about Oak Hill First School?

Please visit our website the Central Region Schools Trust website: <https://www.oakhillfirstschool.org.uk/> and visit [www.centralregionschoolstrust.co.uk](http://www.centralregionschoolstrust.co.uk) and don't forget to take a look at our promotional video.

The Central Region Schools Trust are committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, 2 work references and additional mandatory pre-employment checks.



**Oak Hill First School,**  
Wirehill Drive,  
Lodge Park,  
Redditch,  
Worcestershire,  
B98 7JU.