



# Orchard View Primary Academy

*Together we Learn, Together we Succeed*

Job Role

## **Midday Supervisors**

To start: 1<sup>st</sup> September 2026

For further information please visit our website [www.ovpa.org.uk](http://www.ovpa.org.uk) or to discuss the role further please contact our Head of Academy, Mrs Liz Jones, via email at [office@ovpa.school](mailto:office@ovpa.school)





## About Orchard View Primary Academy

**At Orchard View Primary Academy, we are creating a vibrant new learning community where strong relationships sit at the heart of everything we do. Through meaningful partnerships and a shared passion for learning, we empower everyone to grow with confidence, meet challenge with determination and strive for excellence.**

As a brand-new academy, this is a unique opportunity to be part of something special from the very beginning — a school shaped by strong values, high expectations and an unwavering belief in the potential of every learner.

Orchard View first opened this academic year in September 2025, with 60 pupils: a Foundation Stage class and a mixed Y1/Y2 class. Due to planning delays, Orchard View opened within Kingsbrook View Primary Academy, a neighbouring partner academy of **Inspiring Futures Partnership Trust**.

From **September 2026**, Orchard View Primary Academy will move into a **state-of-the-art new building**, designed to support outstanding teaching, learning and wellbeing. We will expand to a capacity of 180 pupils across Foundation Stage, Year 1, Year 2 and Year 3. As the academy grows, we are excited to expand our team and welcome **new staff** who are passionate about helping to shape our culture, curriculum and future success. We strongly believe in the power of education to transform lives and secure successful futures.

Our work is underpinned by our **PRIDE values**, which guide our decisions, relationships and ambitions:

- **Partnership** – we work together, supporting each other towards success.
- **Respect** – we treat everyone with kindness and understanding, respecting the unique strengths, backgrounds and perspectives of others.
- **Integrity** – we always try to do what is right. We are honest, trustworthy and take responsibility for our actions.
- **Determination** – we face challenges with courage and determination, learning and growing from every experience.
- **Excellence** – we aim high, work hard and believe in ourselves so we can be the best we can be.

**This means that Orchard View Primary Academy will:**

- Be driven by a clear and strong set of **values**, modelled and upheld by all
- Provide an **outstanding primary education** for every child
- Enable all pupils to be **highly aspirational** and reach their full potential
- Maintain **high expectations** of both pupils and staff
- Develop **resilience, independence and self-regulation**
- Deliver a **broad, rich, engaging and challenging curriculum**
- Value the contribution of **outdoor learning** to curriculum enrichment and wellbeing
- Celebrate diversity through an **inclusive culture** based on equality and respect
- Be a **visible and active partner** within the local community
- Provide a **safe, happy and nurturing environment** where wellbeing is prioritised
- Meet the individual needs of pupils and families through **high-quality teaching and learning**
- Work as part of the **Inspiring Futures Partnership Trust**, drawing upon shared expertise and collective strength to deliver excellence

Our PRIDE values permeate all that we do. We expect all children, parents, staff, Trustees and visitors to live and breathe these values as we work together to develop successful individuals who contribute positively to the modern world

## Midday Supervisor

As a Midday Supervisor you will ensure the smooth and effective running of our lunchtime systems. You will build relationships with children, teachers and catering staff to ensure the Academy hall is well managed at lunchtimes. You will ensure the correct supervision of children at lunchtime play.

<b>Job title</b>	Midday Supervisor
<b>Salary</b>	Bucks Pay Range 1A-£24,630 FTE Actual £5,504 Approx. annual salary (based on 38 weeks per year)
<b>Hours</b>	Part time. Term time only. Monday – Friday 10 hours per week (approx. 11:15am – 1:15pm)
<b>Contract type</b>	Permanent
<b>Closing date</b>	Sunday 21 <sup>st</sup> June 2026
<b>Starting date</b>	September 2026
<b>Reporting to</b>	Senior Leadership Team
<b>Responsible for</b>	Management of lunchtimes

## Job Description

### Main responsibilities:

The post-holder will be expected to carry out the following:

- Setting out and clearing away lunchtime tables, cutlery and water
- Cleaning up after lunchtime
- Supporting children with eating their lunch
- Supervising wet lunchtimes in classrooms on rainy days
- Following school behaviour management and safeguarding procedures
- Supervise children both in the hall and on the playground to create happy and calm lunchtimes
- Organise and teach children new games and activities for their enjoyment
- To ensure all health & safety procedures are followed

## Safeguarding

To be responsible, under the direction of the Head of Academy or another designated teacher, for promoting and safeguarding the welfare of all children within the establishment and to ensure that safeguarding is a priority by following procedures effectively and immediately. Vigilance and sensitivity is essential.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>No formal qualifications required</li> <li>Basic literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Safeguarding/Child Protection training</li> <li>Food hygiene awareness</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Basic understanding of working with primary-aged children</li> <li>Awareness of the importance of safeguarding and child welfare</li> <li>Understanding of health and safety in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of behaviour management strategies</li> <li>Understanding of equality, diversity, and inclusion</li> <li>Awareness of school policies and procedures</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>An ability to communicate with young children effectively and having a good level of spoken English is also essential.</li> <li>Ability to supervise children safely</li> <li>Good communication skills</li> <li>Ability to work as part of a team</li> <li>Ability to manage behaviour calmly</li> <li>Ability to follow instructions and school procedures</li> </ul>	<ul style="list-style-type: none"> <li>Ability to organise games and activities</li> <li>Basic first aid response skills</li> <li>Experience in conflict resolution among children</li> <li>Ability to complete simple written reports</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Patient and calm manner</li> <li>Friendly and approachable</li> <li>Reliable and punctual</li> <li>Responsible and trustworthy</li> <li>Caring attitude towards children</li> <li>A good attendance record is also vital to the role</li> </ul>	<ul style="list-style-type: none"> <li>Sense of humour and enthusiasm</li> <li>Flexible and adaptable</li> <li>Confident in dealing with challenging behaviour</li> <li>Positive role model for pupils</li> </ul>

## Application and Selection Process

### Further information:

For further information please visit our website [www.ovpa.org.uk](http://www.ovpa.org.uk) or to discuss the role further please contact our Head of Academy, Mrs Liz Jones via email: [office@ovpa.school](mailto:office@ovpa.school)

### Visits:

Visits to our current setting at Kingsbrook View Primary Academy to meet our Head of Academy, Mrs Liz Jones, are warmly welcomed but need to be arranged in advance. Please email: [office@ovpa.school](mailto:office@ovpa.school) or call: 01296 254042 to arrange a visit.

### How to apply:

Interested candidates should complete the online My New Term application form, please include a personal statement that should outline your suitability for the post by referring to the job description and person specification.

**In compliance with Safer Recruitment guidelines, CV's cannot be accepted and you will need to complete an online My New Term application form to be considered for this position**

**Shortlisting:**

Candidates will be notified if they have been successful for interview.

**Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.**

Orchard View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting, and an enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates.