Bishop Ridley CE Primary School, Part of the Aquinas Trust

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Application Pack

Midday Supervisor

To Start: ASAP

BISHOP RIDLEY
CE Primary School

MIDDAY SUPERVISOR

Bishop Ridley C of E Primary School is looking to recruit a midday supervisor for their successful primary school located in the Falconwood area of Welling. They are located a 10-minute walk away from Welling High Street with good public transport links (less than 8-minutes' walk from Falconwood Railway Station) and on-site parking.

Our ideal candidate will:

- Have experience, or interest, in working as a Midday Supervisor
- Have experience, or interest, in working with children.
- Have experience, or interest, in enforcing positive behaviour management.
- General experience of children and their supervision.
- Have good communication skills with the ability to work as part of a team; and
- Come with a friendly, helpful, caring and flexible approach;
- Possess a commitment to equal opportunities;
- Have an ability to maintain confidentiality in all school matters;
- Possess persuasive skills to encourage sound eating habits.
- Be self-motivated.
- Possess good time management skills and the ability to prioritise tasks.

In return, we offer:

- A genuine opportunity to be on the ground from the start of a new provision
- Strong leadership support and collaborative working
- Collaborative staff team and positive working environment
- A clear vision for our staff and pupils: One Community, Learning and Growing Together, Sharing the Love of God.

Bishop Ridley is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

Closing date for applications: **9am on 16th October 2026**

We reserve the right to withdraw this advertisement at any time

SHORTLISTING

Applications will be reviewed on a rolling basis, and shortlisted candidates may be invited to interview **before the closing date**. We therefore encourage you to **submit your application as early as possible**, as we reserve the right to close the vacancy once a suitable candidate has been appointed.

If you are shortlisted, we will contact you directly with full details of the interview arrangements. If you have not heard from us within a reasonable period after submitting your application, please assume that your application has not been successful on this occasion.

Shortlisted candidates will be asked to bring appropriate identification to their interview. For the purposes of DBS clearance, copies of identification will only be retained for the successful applicant. All candidates should provide details of two referees. Please ensure you have obtained their permission before including them on your application form. References for shortlisted candidates may be requested prior to interview unless you have explicitly asked us not to contact your referees at that stage.

INTERVIEWS

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

Candidates selected for interviews will be contacted directly and provided with full details of the interview arrangements.

Interviews: will be arranged on an **ongoing basis** and **may take place before the closing date for applicants who closely match our personal specification**. We therefore encourage applications to be submitted at the earliest opportunity.

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinastrust.org. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

RETENTION OF INFORMATION

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records policy.

JOB DESCRIPTION – MIDDAY SUPERVISOR

DETAILS

Job Title:	**Midday Supervisor**
Grade:	**Bexley 04 ranging from 041 to 044**
Full Time Equivalent:	**£29,562.00 - £29,985.00 p.a.**
Actual pro rata salary:	**£4,282.82 - £4,344.10 p.a.**
Hours:	**6 hours 15 minutes per week, 1hr 15 mins per day – Monday to Friday (11:50am to 1:05pm)**
Weeks:	**38 weeks per year**
Contract:	**Part Time, Permanent**
Reports to:	**Head Teacher**

THE ROLE

Midday supervisors work under the general direction of the School's Leadership Team to help supervise the children during the lunchtime break period and assist with the dining hall duties. This can involve helping pupils with trays and cutlery (but not serving food) and supervising them in the dining hall or play areas.

Pupils are expected to clear their trays and to place cutlery, tray, and any waste food in the appropriate containers in the dining hall under the supervision of a Midday Supervisor. In the play areas it is the Supervisors' job to ensure that children play safely and to deal with any minor accidents or disagreements which might occur. (Other staff are always available within the school to assist if necessary.) The Supervisor is also required to record in the school's accident book any incidents which may occur and to report them to the relevant member of the teaching staff.

The following list of responsibilities and duties are not exhaustive.

DUTIES AND RESPONSIBILTIIES

- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- Support and supervise all pupils, including those with SEND, and provide assistance with personal care needs where necessary, including following toileting accidents.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help pupils in the dining area or play/other areas who may require assistance.
- Setting up the lunch hall and cleaning after lunch.
- Deal with minor incidents and where appropriate, refer serious incidents to the Headteacher/ Assistant Headteacher or nominated supervisor.
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate, e.g. basic first aid.
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline, and safety.
- Undertake direct supervision of pupils in designated areas.
- Assist with daily decisions on areas for pupil use, e.g. wet lunchtimes.
- Helping pupils with trays and cutlery (but not serving food).
- Supervising pupils in the dining hall and play areas or in class if wet play.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Be aware of the school's policies on accidents, behaviour, play, health & safety, inclusion, code of conduct, employee handbook etc and to incorporate these into everyday practice.

- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.
- Be familiar with safe use of outdoor equipment.

OTHER

- Participate in training and other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Take time to read notices, keep to deadlines and carry out your duties to the best of your ability.
- Undertake any other duties commensurate with the level of the post as required

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and the school's needs. These include external courses, internal workshops and staff meetings. The successful candidate may be required to undertake training to fulfil the requirements of the post. The postholder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Whilst every effort has been made to explain the main 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 a manager to undertake work of a similar level that is not specified in this job description.

This job description may be reviewed annually in consultation with the Head Teacher.

PERSON SPECIFICATION

MIDDAY SUPERVISOR

	Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	• General experience of children and their supervision. • Support and supervise all pupils, including those with SEND, and provide assistance with personal care needs where necessary, including following toileting accidents. • Be literate and numerate. • Excellent communication skills, both verbal and written. • Effective time management. • Ability to prioritise and able to effectively accommodate ad hoc demands to existing workload. • Be neat, tidy, and able to portray a professional image. • Flexibility and a 'can do' attitude. • Be a team player. • Must be able to maintain confidence and be discreet.	Application/Interview/ References
Knowledge/ Experience/ Qualifications	• Undertake training as appropriate e.g. First aid, safeguarding etc. • Ability to work well with children and adults. • Participate in training/development opportunities, including undertaking VQ1 CACHE Award, or equivalent. • Basic Skills qualification, if not already held • An understanding of the school's procedures relating to first aid and medical emergencies • Work constructively as part of a team, understanding school roles and responsibilities and own position with these.	Application/Interview/ Certificates
Personal Attributes	• Possess a friendly and helpful demeanour • Possesses attributes such as being kind, patient, firm and fair, gentle, and understanding enough to give care and attention to individual pupil's needs and requirements. • Ability to concentrate even with frequent interruptions and unpredictable working pattern. • Be willing to undertake further training. • Can understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.	Application/Interview

HEALTH & SAFETY FUNCTIONS

Using display screen equipment	**X**
Working with children/vulnerable adults	**X**
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	**X**
Exposure to blood /body fluids	**X**