

# The Good Shepherd Catholic Primary School

## Lunchtime Supervisor



*'Following Jesus, the Good Shepherd, in all we say and do'.*

## WELCOME

Welcome to Our Lady Immaculate Catholic Academies Trust.

We are a group of 12 Catholic Schools situated across the northern part of the Catholic Diocese of Northampton located in the counties of Northamptonshire and Bedfordshire; the Trust consists of ten Primary Schools and two Secondary Schools who liaise and collaborate closely together.

We enjoy working together to ensure that all children across our Catholic schools are provided with the best possible academic, spiritual and moral education, within a safe and happy environment.

You would be joining a Catholic Multi Academy Trust formed in February 2020 by the merging of 3 existing Catholic Academy Trusts. All central services: Finance, HR, Operations, IT and Governance is provided by a centralised team each led by an expert professional in their own field enabling the schools to focus on teaching and learning.

We are delighted you are interested in joining our Trust and I wish you well in your application.

Tony Bishop, Strategic Executive Lead

# JOB DESCRIPTION

## OVERVIEW

<b>Job Title</b>	Lunchtime Supervisor
<b>Closing Date</b>	Midday Friday 10 <sup>th</sup> January 2025
<b>Interview Date</b>	Week commencing 13 <sup>th</sup> January 2025
<b>Salary / Scale</b>	£23,656-£24,027 FTE Monday – Friday – 6.5 hours per week – Term Time Only
<b>Contract type:</b>	Permanent, Part Time (6.5 hours per week Mon – Fri , 38 weeks)
<b>Purpose of the Position</b>	Under the direction of the Head Teacher and The Senior Leadership Team be responsible for the safety, welfare and good behaviour of children during the midday lunch break.
<b>Key Responsibilities</b>	To maintain order and safe supervision of pupils to and from the dining hall, and throughout the lunch period. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.
<b>Responsible to:</b>	The Head Teacher and Senior Leadership Team
<b>Accountable to:</b>	The Headteacher
<b>Responsible for:</b>	n/a

## MAIN DUTIES

<p><b>1. Site and Maintenance</b></p> <ul style="list-style-type: none"> <li>Supervise the pupils when they are in the dining room eating lunch.</li> <li>Clear the dining room after the lunch break including clearing any food and wrapping left on tables and wiping the tables and sweeping the floor</li> <li>To be responsible for the behaviour of pupils during the lunch time period both indoors and outdoors, in accordance with the general practices of the school.</li> <li>To ensure the Health &amp; Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of incidents, action taken etc</li> <li>To assist in ensuring only authorised persons/pupils are on the school premises during the lunch time period.</li> <li>To co-operate with staff working with pupils participating in lunchtime activities.</li> </ul>
---

- To liaise with the kitchen manager on the general service of school meals, particularly the behaviour of children in the dining hall.
- At the conclusion of the lunchtime period, report to the Head Teacher on the general conduct of pupils, incidents or unruly behaviour and any disciplinary action deemed necessary
- If necessary, prepare the layout of the tables in preparation of lunch including laying up tables.

## 2. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK. The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the School Office Manager, Trust Premises Officer, Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

For more information, please contact Trust HR by email at:  
[TrustHR@Olicatschools.org](mailto:TrustHR@Olicatschools.org) or by telephone: 01604 497309 or,  
visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)

## 1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Good level of general education including Maths & English or equivalent	√		App form
First Aid Training Certificate		√	App form
Current driving licence		√	

## 2. EXPERIENCE

	Essential	Desirable	Evidence
Experience of working in an Educational environment (HE or schools/colleges).		√	App form interview
Experience of working in a similar role (at least 1 – 2 years)	√		App form interview

## 3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Good interpersonal skills and an ability to relate and communicate effectively with children, staff and parents	√		Interview
Ability to complete range of routine maintenance tasks	√		Interview
Ability to undertake multiple priorities.	√		Interview
Ability to work as a team	√		Interview

## 4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
To have empathy with young children	√		Interview
Physically fit to undertake physical elements of the role	√		Interview
Ability to move and use cleaning equipment/materials	√		Interview
Willing to undertake further training	√		Interview
Willing to wear full PPE and appropriate equipment	√		Interview
Commitment to safeguarding and diversity.	√		Interview

## 5. CONFIDENTIAL REFERENCES AND OUTCOMES

**Applicants must be able to positively provide the following information if successfully appointed:**

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

# HOW TO APPLY

Further information about the Trust can be viewed on the Trust website:

[www.olicatschool.org](http://www.olicatschool.org)

Further information about The Good Shepherd Catholic Primary School can be viewed on our school website:

[www.thegoodshepherdcatholicprimaryschool.org.uk](http://www.thegoodshepherdcatholicprimaryschool.org.uk)

Please apply via My New Term - <https://mynewterm.com/jobs/142742/EDV-2024-GSCPS-64255>

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

For more information, please contact the school office:  
[atreadgoldnelson@tgs.nor.olicatschools.org](mailto:atreadgoldnelson@tgs.nor.olicatschools.org) or by telephone: 01604 714399 or,  
visit the website: [www.thegoodshepherdcatholicprimaryschool.org.uk](http://www.thegoodshepherdcatholicprimaryschool.org.uk)

