Astley CE Primary School

Recruitment Pack

Lunchtime Supervisor

Astley CE Primary School
Astley, Stourport-on-Severn, DY13 0RH
Established 1743

Tel: 01299 822002
Email: office@astley.worcs.sch.uk
Headteacher: Tracie Langfield

Dear Applicant,

Thankyouforyourinterestinourvacancy for a Lunchtime Supervisor at our school.Weareasmall rural school set within beautiful countryside. We are a Church foundation and believe that this makes a large and genuine difference to the atmosphere and ethos of our school. Applicants must be able to fully support the Christian ethos.

Our latest Ofsted inspection in May 2026 recognised particular strengths across the school. Early years, inclusion and personal development and wellbeing were all judged to be at the Strong standard, with safeguarding standards met. Inspectors described Astley as a caring and inclusive school where pupils feel that they belong. They also noted that staff feel valued and supported and benefit from an effective programme of professional learning.

We are looking for someone who is passionate to support and promote safe, positive and enjoyable lunch and play breaks for every pupil at Astley. You will form part of a dedicated team where the social development, health, well-being and safety of pupils is paramount. The post offers the individual an opportunity to join a supportive staff team with engaged children.

The vacancy is for:

- 1 Lunchtime Supervisor at 6.25 hours to be worked over 5 days
- Preferred start date is Tuesday 5th January 2027
- Permanent Post following successful probation period
- Scale 1 SCP3 £3,717

If you would like to find out more about our school, please visit our website www.astley.worcs.sch.uk or our Facebook page https://www.facebook.com/astleyprimaryschool

The process:
All applications must be submitted online through the Worcestershire County Council recruitment system, Tribepad. Please follow the Apply link on the job advert to create or log in to your account and complete your application.

Shortlisted candidates will be invited to interview through the recruitment system and will be asked to provide referee details at this stage. References will be requested prior to interview. At least one referee should be your current or most recent employer. We may also contact previous employers listed within your employment history where necessary to clarify information.

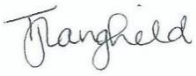
We encourage prospective applicants to visit the school or contact us for an informal conversation. Please contact the school office to arrange.

Shortlisting will be based on applicants' suitability for the post, using the job description, person specification and information provided within the online application. **Please ensure your application clearly demonstrates how you meet the requirements of the role.**

The closing date is Wednesday 25th November 2026. Shortlisted candidates will be contacted via email. Interviews: 30th November

Yours faithfully

Mrs Tracie Langfield (Headteacher)



Lunchtime Supervisor
Job Description

Job Title: Lunchtime Supervisor

Reporting to: Headteacher

Hours of Work: 11.45am - 1.00pm; 6.25hrs/week (Mon-Fri) Term-time only

Employer: Worcestershire County Council, based at Astley CE Primary School

Job Purpose

To support and promote safe, positive and enjoyable lunch and play breaks for every pupil at Astley. To form a strong part of a dedicated team where the social development, health, well-being and safety of pupils is paramount. To demonstrate flexibility, initiative, sensitivity and commitment to the role and the school community.

Duties and Responsibilities

Fulfilling the school vision -

- Relate well to children, modelling the school Christian values in every interaction.
- Positively and consistently support high expectations of good behaviour.
- Work with a wide range of children, enabling the inclusion of all.
- Support pupils with additional needs (including medical) as directed.
- Establish good working relationships with all colleagues.

Supporting, teaching and learning -

- Oversee the care and welfare of the children during the lunch break, in the playground, field, hall, outside dining area, classrooms, cloakrooms and corridors.
- Monitor the conduct of pupils during the midday break ensuring it is in line with the behaviour policy
- Deal with minor incidents in line with the behaviour, safeguarding, health and safety and first aid policies.
- Report any issues or concerns promptly to the Headteacher or designated member of staff
- Ensure that accidents and injuries are reported promptly to a qualified first aider and recorded in accordance with school procedures
- Oversee activities for the pupils in classrooms during wet lunch breaks.

Safeguarding-

- To participate in annual Child Protection and Safeguarding training and updates.
- To be aware of KCSIE Part 1 and understand how to report concerns.

- To report safeguarding concerns to the Designated Safeguarding lead or their Deputy.

Wider responsibilities-

- Support the day to day safety of the children and adults using the school site
- Demonstrate a commitment to continuous professional self-development in relevant areas.
- Attend staff INSET days as specified in your contract.
- Take part in LTS staff meetings as notified and required.
- Take part in some designated school events outside normal school hours such as training/meetings.
- Carry out any tasks that may be reasonably required by the class teacher, SENDCo or Headteacher
- Contribute to the development, implementation and evaluation of school policies and support the school's values and vision.

Personal and professional conduct

- Adhere to school policies with regards to professional conduct within and outside school, including social media.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community.
- Respect individuality and cultural diversity.
- Uphold public trust in the education profession.
- Maintain high standards of attendance and punctuality and have proper professional regard for the ethos, policies and practices of the school.

Knowledge and Skills

A Lunchtime Supervisor should demonstrate an active knowledge and understanding of

- The school vision
- Code of conduct, safeguarding and whistleblowing policies
- School processes and procedures
- Food hygiene requirements and best practice
- Health and safety requirements including manual handling

Approved: ..... Date
..... (Headteacher)

Approved: ..... Date:
..... (Postholder)

This job description sets out the duties of the post at the time it was drawn up. Astley CE Primary School reserves the right to vary the duties and responsibilities and the post holder may be required from time

to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Special Conditions

This post is exempt from the provisions of the Rehabilitation of Offenders Act and ALL convictions and/or cautions must be declared.

The post holder will be subject to an enhanced DBS disclosure and barred list check to satisfy child protection requirements.

At all times priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

We will contact past employers and explore any gaps in work history.

We reserve the right to carry out online searches via a search engine on applicants if we deem it is needed.

Astley CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We strongly encourage visits to the school and welcome telephone calls to arrange.

Please contact Amandine Stone, School Manager, on 01299 822002 or at hr@astley.worcs.sch.uk to arrange a convenient time and date.

Closing date: 12 noon Wednesday 25th November 2026

We reserve the right to close this vacancy early if sufficient candidates apply.

Interviews:
Monday 30th November 2026