



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



Midday Supervisory Assistant

Recruitment Pack

ST MARY'S CE PRIMARY SCHOOL (TETBURY)





Dear Applicant,

Thank you for your interest in the post of Midday Supervisor.

St Mary's CofE Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website [St Mary's Primary School, Tetbury, Gloucestershire](https://www.stmarystetbury.org.uk) and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 6<sup>th</sup> February 2026. Interviews are scheduled to take place on 13<sup>th</sup> February 2026.

To submit your application please email the completed form to Vicki Cowan [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) before the closing date.

Yours faithfully,

Jo Woolley  
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

### **Midday Supervisor**

St Mary's Primary School is seeking to appoint a caring, reliable and friendly Midday Supervisor to join our friendly team and support us in making lunchtimes inclusive, safe and happy for everyone.

The Midday Supervisor will be responsible for supervising pupils during the lunchtime period, including in the dining hall and outdoor play areas. The successful candidate will be able to support children in positive behaviour and ensure their wellbeing as well as assisting children with their eating.

The role requires a reasonable level of fitness as it involves setting up the hall for lunch, clearing the tables and sweeping the floor, wiping tables, clearing plates and walking around the outdoor play areas.

Further details and an application form can be downloaded from the vacancy area of our website: <https://www.stmarystetbury.com/the-office/current-vacancies>

The post is offered as a salary of Grade 2.

This is a part time post working 8.75 hours per week.

If you would like to speak to someone about the role or visit the school please contact the school office on 01666 502275 or email [admin@st-marys.dgat.org.uk](mailto:admin@st-marys.dgat.org.uk)

Closing date for applications is **6<sup>th</sup> February 2026**.

**Other information that might help you decide if this is the role for you**

Usual working days and times:	Monday - Friday 11.45am - 1.30pm
Work environment	Classroom/School Environment
Dress code:	Smart/casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a></p> <p>A range of clear and supportive policies.</p>

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



## Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

### ***Our vision is to enable all to flourish.***

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

### ***Our aims are to be:***

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

### ***Our core principles:***

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

### ***School is Trust and Trust is School***

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance



- Compliance and GDPR
- Governance

## Job Description

Job Title:	Midday Supervisor
Responsible to:	Senior Midday Supervisor and Headteacher
Line Management:	Senior Midday Supervisor and Headteacher
Contract Type:	Part Time – Permanent

### Overall Purpose of this post

Responsible for the direct supervision, safety and welfare of pupils on school premises during the midday break period.

### Duties and Responsibilities

- Supervise the children whilst they have their lunch: sorting out problems, clearing spillages, helping the youngest children to learn and become comfortable with the routine, ensuring children tidy up after themselves and checking that children with sandwiches put their belongings back in their lunchboxes.
- Wipe down of all tables and chairs after the meals so that they are clean, hygienic and ready for use again. Cleaning of the hall floor ready for use in the afternoon.
- Safely stack all tables and chairs in the hall store, ensuring that they are not a hazard to others entering the store room.
- Supervise the entry and exit of children into and out of the dining room and their behaviour in it.
- Encourage the establishment of good eating habits and acceptable table behaviour, including the training for young children in the proper use of knives/forks/spoons and air-line tray service method.
- Be supportive and encourage pupils, in particular, new intake and infants, with regard to eating the meals provided. To bring to the attention of the Teacher and/or the Headteacher any particular problems with regard to individual pupils etc.
- Supervise pupils returning trays, cutlery and beakers to clearing points.
- Supervise the children in the playground and on the field or, on wet days, in the classrooms.
- Ensure that children who want to read or play quiet games have the space and freedom to do so.

- Undertake First Aid training and then administer First Aid as required.
- Report strangers on the grounds or loitering near the school gates.
- Safeguard the children's health and safety. Do not let them do things that could expose them to danger.
- Maintain good discipline as described in school Behaviour Policy: praising good behaviour and giving positive reinforcement of the benefits of good behaviour, emphasizing that bad language, violence and bullying are not acceptable: employing a positive attitude and using the sanctions as described in the policy.
- Escort pupils who have been sick or are soiled to a member of the teaching staff. MSDAs are not responsible for the clearing up in such instances.
- Inform class teachers and Headteacher of exceptional or persistent good or bad behaviour.
- Encourage positive and constructive play by suggesting games that the children could play. These often will be traditional, such as jacks, hopscotch, football, catch what's the time etc. This may entail giving instruction on how to play them. Discourage negative and violent games such as pretend fighting.
- Keep the overall provided in a good state of repair and launder it. It must be returned on leaving the post.

### **Health & Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### **Continuing Professional Development**

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Take part in the school's Performance Management process.





## **Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the school	<b>x</b>	
Committed to the school's vision	<b>x</b>	
<b>Qualifications/Training</b>		
First Aid Training		<b>x</b>
Child protection training		<b>x</b>
<b>Experience</b>		
Experience of working with children	<b>x</b>	
Experience working with pupils with additional needs		<b>x</b>
Knowledge of behaviour management strategies		<b>x</b>
Experience in supervising children in an educational environment		<b>x</b>
Previous midday supervisor/play leader experience		<b>x</b>
<b>Aptitudes and Abilities</b>		
Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs	<b>x</b>	
Good interpersonal skills	<b>x</b>	

Ability to work as a team	<b>x</b>	
Ability to work under own initiative	<b>x</b>	
Ability to handle confidential information with discretion	<b>x</b>	
Willingness to participate in wider school life e.g. school trips	<b>x</b>	
Awareness of school policies and procedures		<b>x</b>
Ability to manage some challenging behaviour from pupils		<b>x</b>
<b>Knowledge</b>		
How to engage positively with children	<b>x</b>	
<b>Special Conditions</b>		
Participate in the school's individual performance management scheme and resulting training courses	<b>x</b>	