



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Midday Supervisor

Recruitment Pack

Lakefield C of E Primary School





Dear Applicant,

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

Lakefield C of E 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 <http://www.lakefield.gloucs.sch.uk> and the Trust website - 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 25th November. Interviews are scheduled to take place on 3rd December to start working with the school on 5th January 2026.

To submit your application please email the completed form to Vicki Cowan recruitment@dgat.org.uk before the closing date.

Yours faithfully

Laura Lee
Acting Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

Midday Supervisor

The Diocese of Gloucester Academies Trust seek to appoint a Midday Supervisor to work at Lakefield C of E Primary School.

We are looking for a caring, flexible, reliable, enthusiastic and hardworking person to join our team as a Midday Supervisor. The main purposes of the job include supervising pupils both inside and outside, setting up and tidying the hall, leading games and ensuring the pupils are safe and happy.

The role requires

- The ability to cooperate with others and to work as part of our team
- High expectations from the pupils and yourself

We can offer

- A wonderful school situated in the Severnside village of Frampton-On-Severn, with our historic churches, long open green space all in close proximity to the canal.
- The Lakefield family; a community of supportive and caring individuals who strive for the absolute best and cherish each and every individual
- A highly motivated and passionate group of staff who work in the best interests of the children.
- A school that understands the importance of staff development and well-being. We promote the opportunity to receive high-quality professional development by working with our DGAT family and other well-regarded CPD programmes to maintain high standards and expectations in all areas of school life.
- Staff who care for the children and more importantly, each other. We work together to be a shining light in the community and make a difference at Lakefield.

The post is offered at grade 2 point 3, on a permanent basis.

This is a part-time post for 8 hours and 20 minutes per week working for 1 hour 40 minutes per day over lunchtimes Monday-Friday.



Further details and an application form can be downloaded from the vacancy area of our website www.lakefield.gloucs.sch.uk

If you would like an informal conversation about the role, please contact the school office by or emailing admin@lakefield.dgat.org.uk

Closing date for applications is **25th November**.

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

Usual working days and times:	Monday – Friday lunchtimes
Work environment	Classrooms, Hall, Outside
Dress code:	Casual
Employee benefits:	Free and confidential employee assistance programme available 24/7 High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events A range of clear and supportive policies. An annual wellbeing survey and access to an online wellbeing toolkit.

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:	Acting Headteacher
Line Management:	Acting Headteacher, leadership team
Contract Type:	Permanent

Overall purpose of this post

To set up for lunch in the school hall, supervise the children while they eat lunch, supervise and engage with the children in the playground, help tidy the hall after lunch.

Main Responsibilities and Duties

To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Key responsibilities

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.



- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- To feed children with significant and complex needs, as required.
- To toilet children in midday period, as required

Professional Development

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.

Personal Commitment

- Demonstrate the Trust's vision and core principles throughout the job role
- Act as a positive model.
- Always be a positive advocate for the Trust.
- Take personal responsibility for undertaking all aspects of the job role and be proactive in independently problem solving in the first instance.
- Seek support and guidance when necessary.

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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
Personal Values		
Committed to actively promoting the ethos and values of the school	x	
Committed to the school's vision	x	
Experience		
Knowledge of primary aged children		X
Personal qualities		
Well-motivated with the ability to use own initiative	X	
Excellent organisational skills and attention to detail	X	
Able to work within a team	X	



Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Professional and honest	X	
Ability to inspire and nurture children.	X	
Ability to work flexibly and collaboratively within a team and know when to seek the advice and support of colleagues.	X	
Safeguarding (Training will be given)		
Secure awareness of child protection procedures.		X
Commitment to promoting the welfare of all children.	X	