

**The Advertised Post - Part-Time Midday Supervisor**  
**Grade 2 Point 3 currently at £12.85per hour – Pay Award imminent**  
**8.75 Hours per week (11.30am – 1.15pm) Monday to Friday term time only**

Thank you for your interest in this post. We are seeking a new member to join our friendly lunchtime team working as a Midday Supervisor.

Working as part of the lunchtime team, inspiring, motivating and leading by example, making a significant contribution to the continued improvement of lunchtime provision for the children. Ensuring that all our children have a meaningful lunchtime by creating a safe and pleasant eating experience whilst maximising the time they can spend at play.

Members of the lunchtime team support children as they visit the dining hall and are responsible for clearing and cleaning the hall to a very good level during the lunch time and ensure that the hall is ready for school use such as PE lessons and assemblies each afternoon.

The post holder will have an important role in working directly with our children alongside other members of the lunchtime team under the general direction of the Senior Midday Supervisor, directed by the Senior Leadership Team who lead the strategic direction of the school.

Working with children requires stamina and resourcefulness. This post will require physical effort.

We welcome applications from candidates who:

- are enthusiastic, positive, well-motivated and passionate about meeting the needs of children
- are versatile and flexible and can use their own knowledge and experience to facilitate an enjoyable lunch time experience for the children
- are skilled at developing positive relationships and managing behaviors
- keen to learn from others, willing to share good practice and develop their expertise

**Application Procedure – please read carefully**

The Application Form is available on the school website and should be completed as soon as possible. Please take care to follow the instructions on the form carefully. Please do not send a CV as we do not accept applications by this method.

Your application should include the names and addresses of two referees, one of whom should be your current or most recent employer. If you are not currently working with children but have done so in the past, you should provide details so that we are able to obtain an additional reference from the employer by whom you were most recently employed in working with children. It will be necessary to contact referees by phone or email, so please ensure you give telephone numbers and email addresses.

Referees will be asked about any disciplinary offences relating to children (including any in which the penalty is 'time expired'), whether there have been any child protection concerns and the outcome of any enquiry or disciplinary procedure.

The completed application form should be returned by email to [applications@dunalley.gloucs.sch.uk](mailto:applications@dunalley.gloucs.sch.uk)

Short-listed candidates will be invited to attend for interview; interview dates will be arranged with successful candidates.

### Safeguarding

Our school has a commitment to safeguarding and promoting the welfare of children. We regularly review our policies on Child Protection and on Security, our child protection and safeguarding policy is available [here](#). Applicants for all posts should include a declaration of any criminal conviction in their application, please review our policy on employment of ex-offenders [here](#).

Shortlisted candidates will be required to complete a self-declaration about any criminal records and share any information that may make them unsuitable for employment.

Successful candidates will undertake a full criminal record check via the DBS process.

### About our School

Dunalley Primary (Community) School and Nursery & Pre-school is set in a beautiful part of Cheltenham town and serves a wide, mainly local community.

Dunalley is a great place to come for our pupils, their families and is a positive environment for our staff. We have a loyal and dedicated team of teaching and support staff and offer varied professional development opportunities to all staff. Staff welfare is important to us, and we have high staff retention.

The children and staff have fantastic attitudes towards learning and believe that if they work hard they will succeed. We are solution focussed and encourage our whole school community to have a positive attitude towards life.

We strive to be the best we can be in all we do. In nurturing our whole school community and in creating opportunities for all to improve, including pupils, staff and parents alike, we aim to develop resilient, bold, creative and passionate learners. We are proud of the education that we offer our children and the high standards that we maintain. We constantly strive to make our school a happy place where children's achievements are recognised and rewarded at every level. Our emphasis is on praise and encouragement to increase the children's self-esteem and confidence.

We embrace diversity. Our ethos is built around the strong core values of community, respect, tolerance, democracy, valuing each other and being happy in what we do.

I look forward to reading your application

Yours sincerely,



Sara Byrne  
School Business Manager