Lunchtime Supervisor

Adelaide Primary School

We are Humber Education Trust.



Application Pack

We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

*(based on KS2 outcomes and Trusts with more than 10 schools)



Rachel Wilkes OBE

Chief Executive Officer

Adelaide Primary School · Broadacre Primary School · Bude Park Primary School · Cambridge Park Academy · Clifton Primary School · Frederick Holmes School · Ganton School · Highlands Primary School · Kingswood Parks Primary School · Maybury · Neasden Primary School · Parkstone Primary School · St. Nicholas Primary School · Tweendykes School & Sixth Form · Woodland Primary School

Lunchtime Supervisor

ADELAIDE PRIMARY SCHOOL
LUNCHTIME SUPERVISOR

Grade & Scale point:	1, scp 3
Salary:	£25,614 Full time equivalent, £4,355.35 Actual salary, £13.28/hr
Hours of work:	7 hours 30mins per week, Monday to Friday, 11.45am to 1.15pm
Contract:	Permanent, Term time only (190 days per year)
Start date:	ASAP following pre-employment checks

Adelaide Primary School requires a dedicated Lunchtime Supervisor to start with us as soon as possible. Our school is an exciting inner-city school that provides a first-class educational experience to all children. We are a diverse, inclusive school and value and celebrate individuality and differences.

At Adelaide you will have the opportunity to work with delightful children and a highly committed team. We have an excellent working environment and high-quality resources to support our children.

JOB REQUIREMENTS:

- Supervision of children throughout the midday lunch break.
- Helping with supervision in the dining hall, during the service of meals, ensuring good eating habits and table manners.
- Plan and deliver games with the children on the playground, encourage group play.
- To resolve any behavioural issues efficiently following the guidance of the senior leaders.
- Care for sick children and those with minor injuries/ailments, providing basic first aid treatment when required

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Experience working with children with varying ages and backgrounds
- Excellent communication and interpersonal skills
- Ability to organise activities that engage children
- The ability to work effectively as part of a team
- A first aid qualification or be willing to undertake training
- A knowledge and commitment to safeguarding and promoting the welfare of children and young people

If you believe in the children in Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.

Lunchtime Supervisor

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

If you believe you are the right person for the job then we would love to hear from you.

Visits to our school are welcome by appointment and can be arranged by contacting our school office on Tel: 01482 223753.

Closing date for completed applications: 8am, Friday 13 November 2026
Interview date: Friday 20th November 2026

If you have any queries regarding the role or application process, please contact Beverley Turner, School Business Manager, via bturner@adelaide.het.academy or Tel: 01482 223753.

HOW TO APPLY:
Please visit out Eteach careers page to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

As part of Humber Education Trust's recruitment processes, in accordance with statutory KCSIE guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:
Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:
Humber Education Trust 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 particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Lunchtime Supervisor

SCHOOL: Adelaide Primary School

JOB TITLE: Lunchtime Supervisor **GRADE:** 1

EVALUATION DATE: September 2021 **JE NUMBER: HET58**

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the academy.

PURPOSE: To organise and participate in the supervision of individual and groups of children during lunch, under the general direction of the lunchtime coordinator, the Headteacher or responsible person.

PRINCIPAL ACCOUNTABILITIES:	
1.	To promote and safeguard the welfare of children, young people
2.	To plan and deliver games with the children on the playground, encourage group play
3.	To manage any behavioural issues efficiently following the guidance of the senior leaders.
4.	Supervises pupils at mealtimes
5.	Supervise toilet activities
6.	Cares for sick children and those suffering minor injuries or ailments and provide basic first aid treatment when required.
7.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the *school/academy*, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the academy.

GENERAL:
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the *school/academy* are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the academy. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times. To promote the schools Equal Opportunity Employment Policy.

DIMENSIONS:

1. Responsibility for Staff: None

2. Responsibility for Customers/Clients:
The postholder is responsible for ensuring the pupils are supervised and that the areas are kept safe and tidy for pupils and staff.

3. Responsibility for Budgets: None

4. Responsibility for Physical Resources:
The postholder is responsible, along with all other staff, to safeguard and protect the school's resources to the best of their ability and not to misuse or misplace school property.

WORKING RELATIONSHIPS:

1. Within School: All school staff, pupils, parents, governors, the community.
2. Within Trust: Other school based staff.
3. With External Bodies to the Trust*:*
Educational support staff, educational support services, other schools and educational establishments, other public services and community representatives.

ORGANISATION CHART:

Headteacher
|
School Business Manager
|
Lunchtime Supervisors

	Not applicable	Low	Moderate	High	Very High	Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓				
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				

I have read and accept the role of Lunchtime Supervisor.

Date:

Name: Signed:

PERSON SPECIFICATION

	The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *KEY: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation*	**Essential**	**Desirable**	**How identified**
1.	**Qualifications:**			
	Safeguarding Level 1	✓		AF
	First Aid Cert or willing to work towards		✓	AF
2.	**Relevant Experience:**			
	Experience working with children of primary school age	✓		AF
3.	**Skills (including thinking challenge/mental demands):**			
	Motivation to work with children and young people	✓		AF/I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		I/R
	Ability to organise activities that engage children	✓		I/R
	Ability to prioritise tasks	✓		AF/R
	Adopt approaches that engage children and ensure appropriate behaviour	✓		I
4.	**Knowledge:**			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		I
	Knowledge of Child Protection procedures	✓		I/R
	Knowledge of the Behaviour Policy		✓	I
	Awareness of Health and Safety issues	✓		I
5.	**Interpersonal/Communication Skills:** **Verbal Skills**			
	Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and pupils at a variety of levels.	✓		R
	Work constructively as part of a team	✓		I/R
	Good basic communication and inter-personal skills	✓		I/R
	Ability to communicate with and motivate children	✓		I/R
	Written Skills			
	Good written skills	✓		AF
6.	**Other:**			
	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		AF
	Flexible approach to working arrangements. The postholder must be flexible to ensure the operational needs of the school are met.	✓		AF/I/R
	The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.			
7.	**Disclosure of Criminal Record:**			
	The successful candidate's appointment will be subject to the school/academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure

Visions and Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence. Only our best is good enough.

This is us. Humber Education Trust.



HumberEducationTrust

HumberEducationTrust

Where everybody counts, every moment matters.

Adelaide Primary School

Join Our Team

We value our employees



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

The opportunity to make a real difference to the lives of our students

HumberEducationTrust

HumberEducationTrust
Where everybody counts, every moment matters.