



Application Pack

Lunchtime Supervisor

Permanent vacancy 7.5 hours per week

An extraordinary education for every pupil



Welcome

Thank you for taking the time to consider the role of a Lunchtime Supervisor at Wychbold First and Nursery School. I am incredibly proud of our school and the welcoming and safe environment that we have created for our staff, pupils and parents. As the 'face of the school', the role of a Lunchtime Supervisor is a vital part of the school. At Wychbold, we pride ourselves on our high standards and expectations of the whole school community and I look forward to hearing about how you can contribute to our extraordinary school.

Mrs H Lloyd-Davies.
Headteacher

Overview

Wychbold First and Nursery School is a first school and nursery located in Wychbold, Droitwich. It has 140 pupils from age 3 and 26 staff.

Established in 1972, the school joined The Rivers CofE Academy Trust in 2018.

Ethos

Wychbold First and Nursery School is a caring and warm school at the heart of the Wychbold community. Our staff are dedicated to providing an extraordinary education for every pupil. We pride ourselves on our fantastic relationships and our staff and pupils' drive to be the very best that they can be. Our ambitious and exciting curriculum prepares our children to develop themselves as independent, resilient learners who are ready to step into the world as active citizens.

Performance

At this school, the percentage of children who achieve the expected standard for the Phonic Screening Check is 92%

Our latest Ofsted judgment was '**Good**' (October 2022).

Staff "feel valued and are very positive about the support they receive from the trust, including for their wellbeing. They say that leaders are responsive and considerate of their workload. Staff feel included in the ambitious vision for the school." (Ofsted 2022)

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

- Job Title:** Lunchtime Supervisor
- Salary:** Scale 1, SCP 3, FTE salary of £25,614, Pro-rata salary of £4,346 per annum.
- Contract Type:** Permanent contract, term-time only. 7.5 hours per week.
Start date 01/09/2026
- Reporting To:** Headteacher
- Location:** Wychbold First and Nursery School, Droitwich
- About:** We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, schools and Trust. If you have any further queries, or would like to visit our school, please call the Wychbold First and Nursery School main office on 01527 861421.

Job Description

Key Purpose:

To ensure, individually or as part of a team, the welfare and safety of all children remaining within the school grounds or buildings during lunch time.

Main Activities:

- Supporting pupils while they eat their lunch and making sure tables are clean
- To use initiative in monitoring events occurring on the school premises and grounds
- To encourage play activities by modelling and taking part if necessary
- To positively encourage good behaviour, healthy eating and good table manners.
- To help to set up and clear away the lunchtime area before and after the lunchtime period when required.
- Ensure food and water spillages are dealt with promptly.
- Report accidents and complete accident form if necessary.
- To undertake ancillary duties as necessary (ie. setting up and clearing away tables, cleaning tables and dining area).
- Ensure the behaviour policy is implemented and seek advice on how to deal with individuals as needed from the senior leadership team.
- Support the work of the staff and other supervisory assistants.
- To escort the children to and from the dining area and ensure their safety at all times.
- Supervise children at all times, indoors and outdoors.
- Record inappropriate pupil behaviour and convey serious incidents to the headteacher.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Attend training when appropriate and after consultation with the Head Teacher.
- Attend to and report any minor first aid accidents or injuries or pupils who become ill.

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Person Specifications


Qualifications and Experience:

Essential	Desirable
<ul style="list-style-type: none">• Basic childcare and health and safety knowledge• Working with or caring for children of relevant age	<ul style="list-style-type: none">• Experience in working in a school setting• Appropriate knowledge of first aid• Play leader training• Safeguarding training

Skills and Knowledge:

- Participate in development training opportunities
- Literacy skills to be able to understand and follow school policies
- Be aware of cultural and social differences

Personal Qualities:

- Ability to relate well to children and adults
 - Ability to work constructively as part of a team
 - Ability to maintain a safe, calm and happy approach
 - Ability to use own initiative
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How to Apply

Application forms are available to download [here](#)

Please email completed application forms to Mrs H Lloyd-Davies (office-wy@riverscofe.co.uk) Applications close at 12.00pm on Monday 29th June. Shortlisted applicants will be notified by Wednesday 1st July. Interviews will take place during week commencing 6th July.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a range of Safer Recruitment checks, including an enhanced DBS check.



The Rivers
C.of E. Academy Trust

Get in Touch

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The Rivers C of E Academy Trust

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