



CRANHAM
Primary School

Inspiring children for a lifetime of learning

Application Pack

Lunchtime Supervisor

An extraordinary education for every pupil



Welcome

Thank you for your interest in joining our team here at Cranham Primary School. I am delighted that you are considering applying for a position here and I hope this application pack gives you a clear sense of who we are, what we stand for, and what we can offer you in return.

If you are passionate about education, share our values, and are excited by the opportunity to contribute to our school community, we would be delighted to receive your application.

Overview

Cranham Primary School is a two-form entry primary school located in Worcester.

We have around 380 pupils at present ranging from 3 to 11 years old and around 80 staff members. Established in 1968, Cranham joined The Rivers CofE Academy Trust in 2016.

Ethos

Our dedicated staff work hard to inspire every child to reach their full potential in a safe, nurturing, and inclusive environment.

Pupil behaviour is excellent, and our children are happy, confident, and enthusiastic about learning. Nurture is an area which is embedded in our ethos.

We are proud of our strong community links, supportive families, and governance that values the voices of both parents and pupils.

Our emblem, the Crane, reflects our aspiration for every child to “walk tall and fly high.” At Cranham, we are committed to providing an extraordinary education for every pupil

Performance

At this school 60% of pupils meet expected standard and 19% of pupils are achieving at a higher standard at Key Stage 2.

Our latest Ofsted judgment is Good.

Inspectors said ‘The school is united in its ambition to do the best for every pupil both academically and personally.’



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



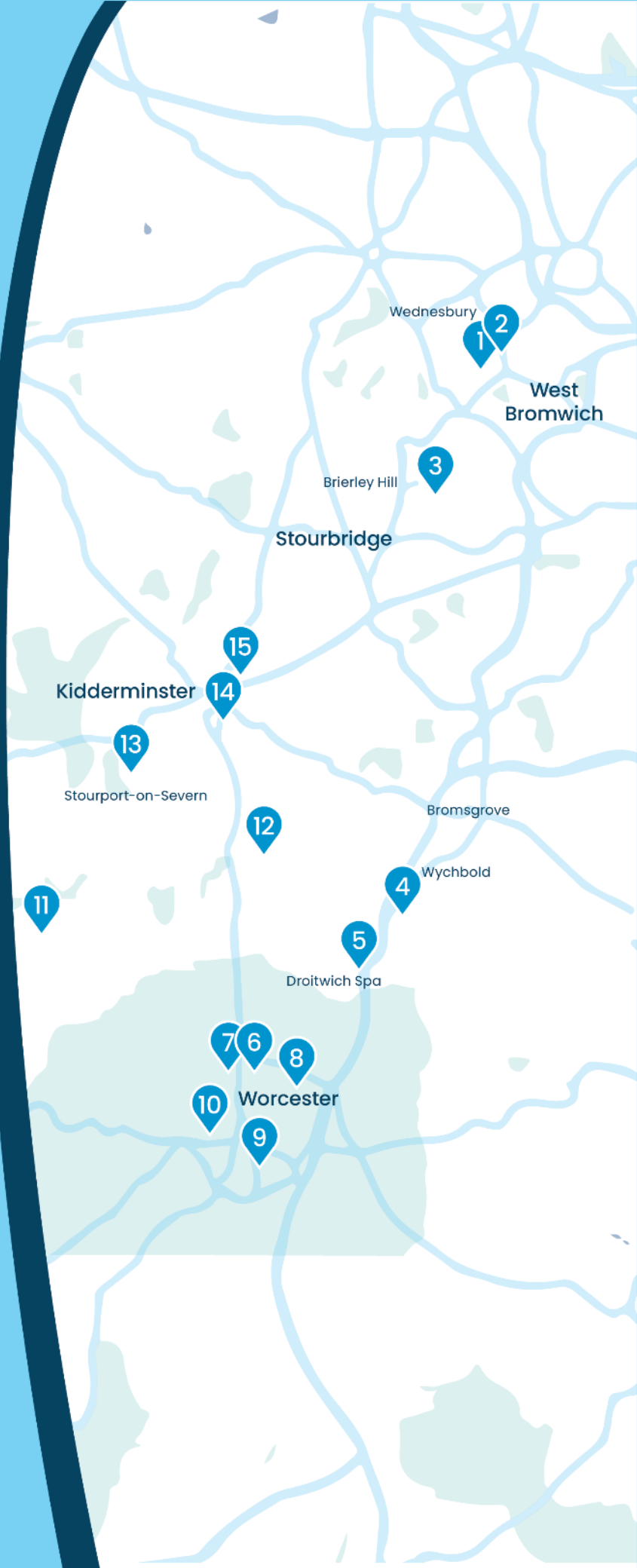
Respect



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:** SCP 3. Full-time salary of £25,614 reduced proportionately to reflect part-time working. Hourly rate £13.27 per hour. Actual pro-rata salary of £2897 per annum.
- Contract Type:** Permanent, term-time only contract, 5 hours per week from September 2026. Working days will be Monday to Friday, 12.00pm – 1.00pm.
- Reporting To:** Headteacher
- Location:** Cranham Primary School

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.

Job Description / cont

- To contribute as a member of a team to ensure the ethos of the school is upheld.
- To adhere to the need for confidentiality at all times.
- To value and respect the views and needs of individual pupils.
- To be responsible for promoting the safeguarding and welfare of all pupils.
- Perform any reasonable duties as requested by the Head Teacher.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specification

Qualifications and Experience:

Essential	Desirable
• Basic childcare and health and safety knowledge • Working with or caring for children of relevant age	• 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 FOA Mrs Alison Davies to adavies@riverscofe.co.uk by 9.00am on Tuesday 1st September. Alternatively, forms can be delivered to our school office.

Interviews will take place during week commencing 7th September 2026.

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 full 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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