

# Application Pack

## Lunchtime Supervisor

An extraordinary education for every pupil



**The Rivers**  
C.of E. Academy Trust

# Welcome

Welcome to Cutnall Green C of E Primary School!

We are delighted to extend a warm welcome to all our students, parents, and visitors. Our school is dedicated to fostering a nurturing and inclusive environment where every child can thrive academically, socially, and emotionally. 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. We invite you to explore our website to learn more about our vibrant school community and the exciting opportunities we offer.

Miss Miller

## Overview

Cutnall Green C of E Primary School is a primary school located in Cutnall Green, Droitwich.

It has 134 pupils from age 4 to 11, as well as 24 pupils currently attending our Pre-School. We also have 23 staff numbers.

Established well over 100 years ago, the school joined The Rivers CofE Academy Trust in October 2014.

### **Ethos**

Our vision and Christian values drive our moral purpose daily and ensure we live out our vision in all that we do. Our Christian values help staff and pupils focus on making the right decisions, strive for high standards and help us fulfil our vision to "Love, Learn and be Extraordinary" ensuring every child and adult can become life-long learners and see their limitless potential as well as flourishing to become extraordinary people now and in the future.

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.

# Overview

## Performance

At this school at Key Stage 2:

- 90% of pupils meet the expected standard and 30% of pupils are achieving at a higher standard in GPS
- 90% of pupils meet the expected standard and 50% are achieving at a higher standard in Reading, .
- 70% of pupils meet the expected standard and 20% are achieving at a higher standard in Maths, .
- 90% of pupils meet the expected standard at Key Stage 2 in Writing, .

Our latest Ofsted judgment: Good


Our latest SIAMS judgement: Excellent

## Parent Feedback

"I just wanted to take a few minutes to express again how pleased we are with the school and what a wonderful start to the year it's been, so a big thank you to you and the team which I will happily say in person (and do try to!) but sometimes it means more when someone has taken time to put it in writing.

I feel that under the current leadership the school is really flourishing and there have already been several improvements to what was already a super school. Thank you for being so visible and approachable – these things are highly valued and appreciated. I don't doubt that you will continue to be proactive in improving more areas, trying new things (the Scarecrow Trail was FANTASTIC! Well done to all, we absolutely loved it!) and still find time to be involved with the children and parents.

The true indicator of what a fantastic school you are leading is that our son has never had a bad day. He loves going to school and is just full of chatter about what he's been up to which I love hearing about. The energy you and all the staff put into the curriculum and the entire school day is brilliant! Thank you!"



# 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**



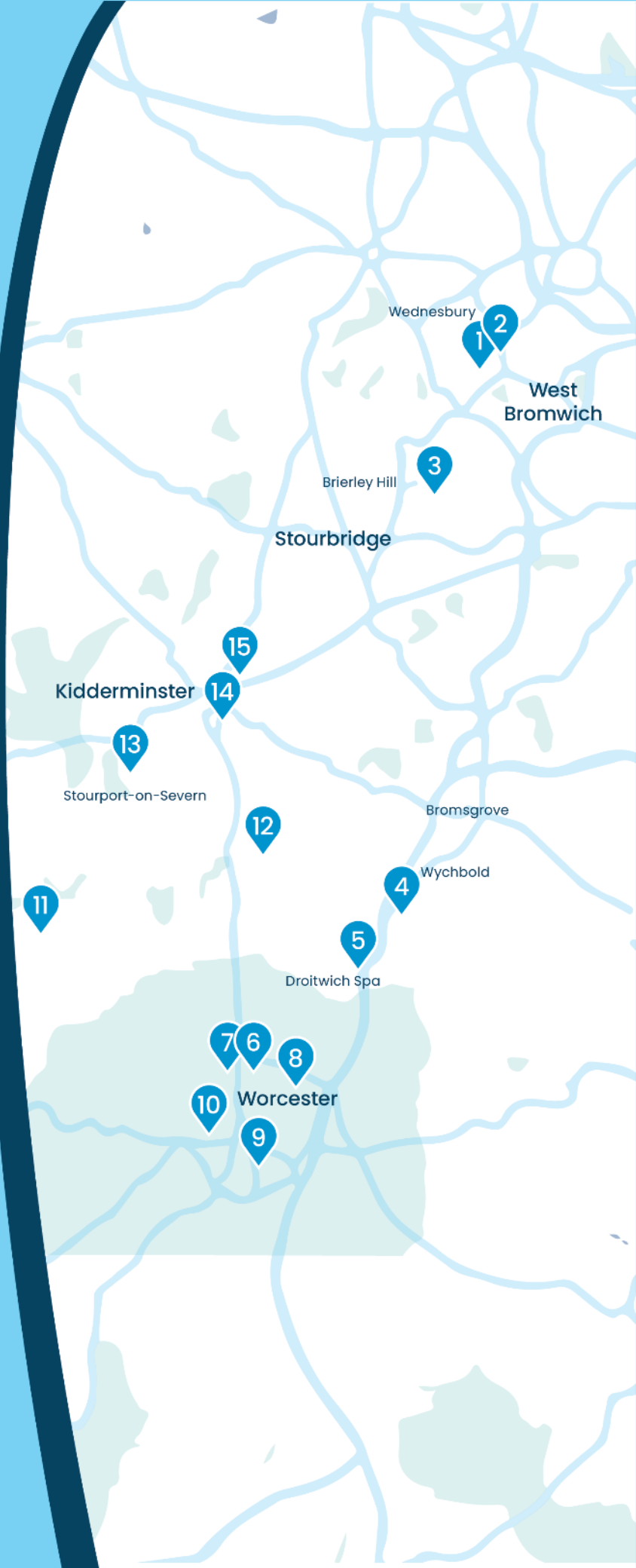
**Respect**



**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/](http://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/](http://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.
- Contract Type:** Casual hours available with an immediate start date.  
Permanent, Term-Time only contract, 6.25 hours per week from September 2026. Working days will be Monday to Friday, 12.00pm – 13.15pm.
- Reporting To:** Headteacher
- Location:** Cutnall Green 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
<ul style="list-style-type: none"><li>• Basic childcare and health and safety knowledge</li><li>• Working with or caring for children of relevant age</li></ul>	<ul style="list-style-type: none"><li>• Experience in working in a school setting</li><li>• Appropriate knowledge of first aid</li><li>• Play leader training</li><li>• Safeguarding training</li></ul>

## 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
- 

# How to Apply

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

Please email completed application forms FOA Miss Rebecca Miller to [office-cgr@riverscofe.co.uk](mailto:office-cgr@riverscofe.co.uk) by 9.00am on Tuesday 5<sup>th</sup> May 2026. Alternatively, forms can be delivered to our school office.

Interviews will take place during week commencing 11th May 2026..

Visits to the school are encouraged, please contact the school office on 01299 851256 if you would like to arrange a visit, or to learn more about the role.

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

## **Cutnall Green C of E Primary School**

School Lane, Cutnall Green, WR9 0QD

**T:** 01299 851256

**E:** [office-cgr@riverscofe.co.uk](mailto:office-cgr@riverscofe.co.uk)

**W:** <https://www.cutnallgreenprimary.co.uk/>

## **The Rivers C of E Academy Trust**

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