



Crescent Primary School

Job Application Pack

Role: Midday Supervisor

Salary: Scale – Grade 1 pt. 3 FTE £25,614

7.5 hours per week, term time only pro rota £4804

Letter from The Head Teacher

Dear Applicant,

Thank you for your interest in joining Crescent Primary School's dedicated, driven and supportive staff team. We are looking for a friendly and reliable Midday Supervisor to join our dedicated team as soon as possible.

The post is to start as soon as possible

How the school was formed

Crescent Primary School was formed in 2001 by amalgamating the former Bull Farm First School with the newer buildings previously occupied by Bull Farm Middle School. There is capacity in the Primary School for 420 children aged 5 – 11 and 78 children part time in the Nursery. There are currently 423 children on roll of which a high percentage are entitled to FSM.

The school is part of a collaboration of schools which are: Farmilo Primary, Intake Farm Primary, Northfield Primary, John T Rice Infant School, Nettleworth Infant school and Newlands Junior School .

Crescent Primary School was last inspected by OFSTED in February 2024 and saw it judged as an '**Outstanding'** school again! We are immensely proud of this achievement, made possible by our incredible children and talented team of staff & governors.

Staff at Crescent Primary are committed, hard-working and passionate about providing our children with a newly developed creative, engaging and stimulating curriculum. Governors are supportive and play an ever increasing role in supporting our developments and ensuring that we continue to aim high for all groups of learners. We are lucky enough to have a team of DSL staff along with support staff including a Family Support Worker. Our parents are very supportive and we have many helping out around school and at our regular fundraising 'community' events. We also provide a food bank and food club for families to access weekly and a daily 'bagel' breakfast free of charge for all pupils & staff!

We have an excellent range of facilities on site. These include three halls, a large playing field, floodlit multi-use games area and a large sports hall (Crescent Centre). The Crescent Centre is a space for the Sports and the Arts used by school and hired by the community and provides seating for 120 – this makes our school productions very special indeed!

We offer Wraparound childcare before and after school along with many extra-curricular clubs run by staff and external providers. We also offer '30 hours' nursery places which is very popular with our families.

On a day to day basis our school is a calm, warm & welcoming environment where children are happy to be and enjoy their learning. We are looking for someone who can share our vision 'Happiness, Success & Learning for Life' and become part of our amazing working team.

Kind regards,



Rachel Spray
(Head Teacher)

Application Details

Thank you for your interest in the Midday Supervisor vacancy at Crescent Primary School. Further details of this post and the school are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, where possible please complete an online application form and include details which clearly demonstrate your suitability for this role.

Application forms are provided on request by emailing Angela Brown recruitment@crescent.notts.sch.uk. Please read the guidance you will be sent prior to c completing the form and ensure you can provide email addresses for your 2 x referees.

Closing Date

Please ensure your application arrives by 12.00pm on **the closing date of 9.11.26**

Shortlisting

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and bring this to the interview.

In line with Keeping Children Safe In Education, as part of the due diligence shortlisting process we will need to carry out an online search of publicly available information on the shortlisted candidates. All shortlisted candidates invited to interview will need be made aware of this check.

Interviews

Interviews for the role will be held **TBC**

Job Description

Title	***School:***	
MIDDAY SUPERVISOR **Grade 1 scp 1-2**	**CRESCENT PRIMARY SCHOOL**	

Job Purpose

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the breakfast & after school club and school lunch breaks.

Key Responsibilities

1. Supervise pupils in the dining hall
2. Control queues to dining areas
3. Where required, mark register, issue and collect tokens
4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service
5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary
6. Supervise return of used trays, crockery and cutlery by the children
7. Ensure that tables are left clean for the next occupant
8. Ensure dining areas are left clean and tidy
9. Assist as required to relieve any 'bottle neck' at the counter
10. Arrange supervision to allow movement amongst the children within the area covered
11. Ensure acceptable standards of behaviour are maintained
12. Minimise the likelihood of children hurting themselves, others or damaging property
13. Supervising pupils in classrooms during bad weather
14. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
15. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
16. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
17. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification

Education and Knowledge

Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons

Experience

Essential
Evidence of supervision of children either as a parent or carer

Desirable
Working with children on a voluntary or paid basis

Personal skills and general competencies

- High levels of integrity, resilience and emotional stability
- Shows initiative and flexibility when faced with challenging situations
- Demonstrates reliability and loyalty
- Encourage high standards of pupil behaviour at all times
- Recognise behaviour giving cause for concern and inform appropriate staff
- Initiate games and activities appropriate to the age and developmental level of pupils
- Undertake appropriate training as and when required
- Remain calm under pressure
- Excellent communication skills
- Commitment to safeguarding and promoting the welfare of children
- Maintain confidentiality in all school matters

Appendix 1 –Equal Opportunities Policy statement

Nottinghamshire County Council, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service.

The operation of this policy is monitored and reviewed periodically through established joint consultation procedures with staff and trade unions. If any employee considers that she or he is the subject of unequal treatment on any of the above grounds, a complaint may be made through the agreed procedures for dealing with grievances.

Appendix 2 - Safeguarding Children Policy Statement

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We will respond robustly to all concerns about the safety and welfare of children, young people and vulnerable adults that are reported to us. This commitment applies equally to children and young people that we work with directly and those that we come into contact with. We expect all staff and volunteers to share this commitment.

Safeguarding and Promoting the welfare of Children

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from harm;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection is a key element in work to safeguard and promote the welfare of children. Child Protection refers to work undertaken with children identified as being at risk of significant harm.

All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children. If you have a specific role in relation to safeguarding children this issue will be covered with you fully in your induction and form part of your ongoing professional development and training. If you do not have a specific safeguarding responsibility you are likely to be involved in one of three main ways:

- You may have concerns about a child, in which case they must be referred to children's social care or the police. School staff (both teaching and support staff) should be made aware of the local procedures to be followed for reporting concerns about a particular child. This will normally be via the school's designated officer or their nominated deputy or if neither are available, another senior member of the school's staff. In emergencies, however, contact the police direct;

- You may be approached by children's social care and asked to provide information about a child or family or to be involved in an assessment. This may happen regardless of who made the referral to children's social care;
- You may be asked to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of the child's progress.

If your job does not involve direct work with children and families you are still required to bring to the attention of the appropriate authorities any concerns that you may have in relation to children. The contact details for Children's Social Care teams are set out below.

The government have produced guidance that outlines these responsibilities in more detail.
For staff with Internet access the link below will take you to this document. Paper copies will be provided for staff without Internet access. KCSIE

All staff are required to read this document and make sure that they are clear about what is required of them during their induction period. If, having read the document, you have any queries please discuss these with your line manager.

If you have concerns about the safety or welfare of a child you must follow the steps set out above. If you wish to discuss your concerns with a social worker please contact the reception and assessment duty social worker in the area the child lives. If you are not sure where the child lives please contact any of the numbers below and the duty social worker will still assist.

All new referrals must go through to the MASH team (multi agency safeguarding hub), telephone 0300 500 8090.