Midday supervisor

Bishop Chavasse Primary School, Tonbridge

Pay: £23,656 FTE; actual pay approx £4,027 per annum

Start Date: ASAP or 5 Jan 2026

Hours: 12 midday to 1.30pm Monday to Friday, Bishop Chavasse School term time only.

Contract: Fixed term to 17th July 2025

App Close Date: Friday 21st November 2025

Interviews: w/c 24th November 2025

Applications will be reviewed on a rolling basis and we reserve the right to interview and close the advert early due to the volume of applications we receive.

Job Description

Bishop Chavasse CE Primary School is looking to appoint an energetic, caring and flexible member of staff as Midday Supervisor.

The successful candidate will be expected to supervise, support and guide the children during the lunchtime period. This will involve supervising and interacting with the children in the hall during lunch service and on the playground during lunchtime play. Although previous experience would be preferable it is not considered essential as full training and induction will be given. The ability to communicate effectively with children and to ensure their well-being and maintain their safety is essential.

Salary Scale:

The post will be for 7.5 hours per week, Monday to Friday, 12 midday to 1.30pm each day. The salary is Tenax Schools Trust KR3 £23,656 full time equivalent - actual pro rata salary will be approx £4,027 based on 7.5 hours per week, 38 weeks per year, term time only.

Visits to the school are positively encouraged. Please contact the school office to find out more and arrange a convenient time. Please contact Nicola Stanton on 01732 676040 or email recruitment@bishopchavasseschool.org.uk to book a visit. For further details and an application form, please visit the Vacancies section on our school website.

Key duties and responsibilities:

1. Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
2. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Check that pupils have or are provided with a drink and that a sufficient amount of their meal has been eaten.
3. Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs.
4. Ensure plates etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.

5. Ensure once meals are finished that the dining area is wiped down and is left in a clean and tidy manner to maintain a clean and tidy environment.
6. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
7. Supervise children, proactively monitor behaviour and engage in play with the children on the playground following lunch.
8. Operate, if applicable, a first aid service, to deal with any minor accidents that occur safely and quickly.

Person specification
The following sets out the criteria for these positions. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	Criteria
Qualifications	• You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications. • First Aid qualification would be an advantage.
Experience	• None required but previous experience of working with children would be an advantage.
Skills and abilities	• Ability to communicate with pupils during midday breaks e.g. to encourage good eating habits, encourage good behaviour on the playground and in the hall. • Ability to recognise and deal with emergency situations. • May require knowledge to enable the post holder be responsible for the safe use of equipment.
Knowledge	• Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.

Generic duties relevant to all members of staff

1.1 Tenax Schools Trust

All staff are expected to be committed to the ethos of the Trust in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the Staff Handbook.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.4 Safeguarding

The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Tenax Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Headteacher and the CFO. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

1.5 Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer. This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

1.6 Childcare Disqualification Regulations 2009

School staff working regularly with pupils in Early Years are covered by the Childcare Disqualification Regulations 2009. The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted. Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf

1.7 Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.

A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another government department. (A document showing a temporary NI number would not be satisfactory.)