

## Job Description

**Job Title:** Lunchtime Supervisor

**Post Grade:** Level 2 Actual Salary - £5,424 - £5,637

*(This is based on the April 2024 pay scales. The April 2025 are yet to be agreed but are expected to at least be in line with inflation. The pay award will be back dated to the start date of this contract if it is not agreed by that date.)*

10 hours, Term time only  
September 2025 start.

### Job Purpose

To work as part of a team delivering active supervision of pupil behaviour during the midday break.

### Key Duties / Responsibilities

#### Key duties:

1. Deliver and supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. To support and encourage the Catholic ethos of the school
3. Report incidents in line with school policy.
4. Assist in the supervision of other activities during the midday break, including setting out and storing equipment
5. Encourage pupils to select and eat healthy balanced meals
6. Clean up spillages of food or liquid during meal service
7. Wipe down tables and clean dining areas between meals
8. Undertake similar work at other times, such as before and after school and to support the COVID effort.
9. Any other duties appropriate to the post

### DBS Checks

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. Click here for further information.

***The Newman Catholic Collegiate will be merging with The Painsley Catholic Academy (which will be called St Gabriel the Archangel Catholic Multi Academy Trust (St Gabriel)) on 1<sup>st</sup> November 2025. This means that as of that date, all The Newman Catholic Collegiate employees will TUPE over to St Gabriel on their existing pay and conditions. This is a very routine process and is being done in full consultation with staff, HR advisors and unions. Should you have any concerns about this, please get in touch.***

Application forms are available to download from the school website (Vacancies)  
[www.ourladyandstbenedict.co.uk](http://www.ourladyandstbenedict.co.uk)

To apply please complete the following documents:

- Support Staff Application Form
- Recruitment Monitoring Form
- Rehabilitation of Offenders Act 1974 – Disclosure Form

To request an application pack and arrange a school visit, please contact Mrs K Howard (Academy Manager): 01782 234646; email: [khoward@olsbprimary.org.uk](mailto:khoward@olsbprimary.org.uk)

Application packs can also be downloaded from the school website

Closing Date: 12pm on Friday 27<sup>th</sup> June  
Interviews TBC