



# Application Pack

Lunchtime Supervisor

5 Hours Per Week

Term Time Only

*An extraordinary education for every pupil*



# Welcome

We are delighted to introduce you to our vibrant school community, where every member plays a role in delivering extraordinary education and nurturing well-rounded, confident and successful children.

## Overview

Burlish Park is a two form entry primary school located in Stourport-On-Severn which joined the Rivers MAT in 2018. We currently have 449 pupils on roll from age 3 to 11 and 79 employees.

### **Ethos**

At Burlish Park Primary School, we embrace our mission of delivering extraordinary education, nurturing extraordinary people and shaping extraordinary futures.

Our ethos is founded on the belief that every child is capable of greatness. We take pride in creating an environment where each individual feels supported, valued and inspired to achieve their full potential. We nurture not only academic growth but also the development of social, emotional and physical wellbeing with a strong emphasis on enrichment opportunities, preparing our pupils for lifelong success.

We value innovative approaches, commitment to professional growth and an unwavering dedication to meeting the needs of every student.

### **Performance**

In 2024, 70% of pupils achieved the combined expected standard in Reading, Writing and Maths at the end of Key Stage 2 .

Our latest Ofsted judgment: Good with Outstanding judgements for Personal Development and Leadership and Management.

### **Parent Feedback**

Parent Questionnaire Summer Term 2024:

- 100% of parents said that their child feels safe at Burlish Park and 98% said that their child was happy at school.
- "All members of staff are wonderful"

# 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**



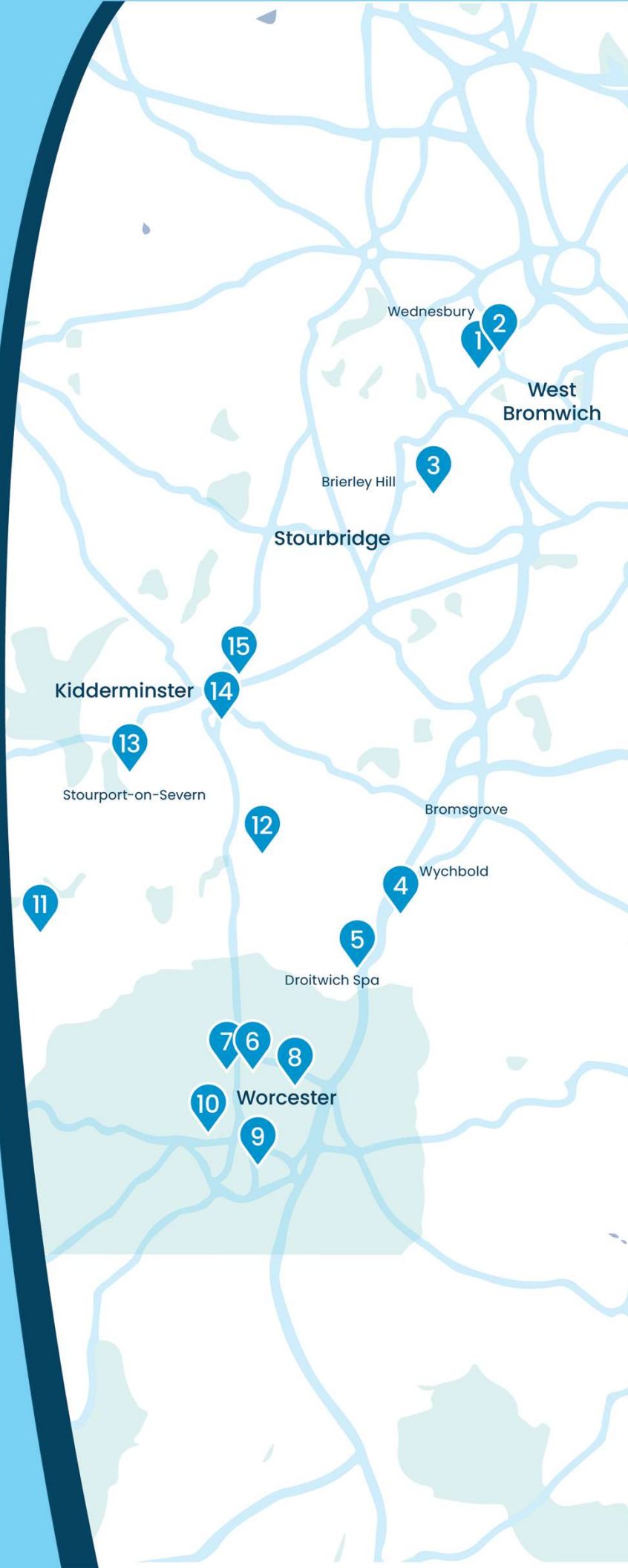
**Respect**



**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:** Scale 1

**Contract Type:** Permanent

**Reporting To:** Headteacher/Deputy Headteacher

**Location:** Burlish Park Primary School

**About:** To ensure, individually or as part of a team, the welfare and safety of all children remaining within the school grounds or buildings during Lunchtime.

# Job Description

## Main Activities:

- Supporting pupils while they eat their lunch and making sure tables are clean and that water is available.
- 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 (i.e. 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 Headteacher and Deputy Headteacher.
- 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.
- Organise and lead suitable play activities for children.
- Supervise children at all times, indoors and outdoors.
- Report inappropriate pupil behaviour to class teachers or members of the leadership team. To report serious incidents to the Headteacher or Deputy Headteacher.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Attend training when appropriate and after consultation with the Headteacher or Deputy Headteacher.
- Attend to and report any minor first aid accidents or injuries (if first aid trained) or pupils who become ill.
- 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 Headteacher or Deputy Headteacher.

# Person Specifications

## Qualifications and Experience:

### Essential:

- Basic childcare and health and safety knowledge
- Working with or caring for children of a relevant age

### Desirable:

- Experience in working in a school setting
- Appropriate knowledge of first aid
- Play leader training
- Safeguarding training

## Skills and Knowledge:

### Essential:

- 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:

### Essential:

- 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: [Burlish Park Primary School - Vacancies](#)

Please email completed application forms to Heather Lindley [office-bp@riverscofe.co.uk](mailto:office-bp@riverscofe.co.uk) by Friday 14<sup>th</sup> March 2025.

Interviews are expected to be held week commencing Monday 17<sup>th</sup> March 2025

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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[Burlish Park Primary School - Home](#)

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