



Framwellgate School Durham

Lunchtime Supervisor

Candidate Information Pack

**Salary: FSD2 Grade 3 £25,614 full time equivalent; pro rata
to hours and weeks worked: £6,017**

10 hours per week

Hours: 12.30pm to 2.30pm Monday to Friday

**Temporary for 1 year
Term time only**

Start Date: as soon as possible



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SCHOOL DURHAM

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We wish to appoint a highly motivated and hard-working lunchtime supervisor to join an already very successful team. We offer an environment where our staff are respected and trusted. The successful candidate will possess expertise alongside energy and enthusiasm. A willingness to learn, train and develop are all essential. We are a truly inclusive school and for us social justice and providing all of our students with the knowledge and skills to allow them to have a voice and achieve their goals is really important; the most for those that need the most. This is echoed throughout our school with a real commitment to the wellbeing and success of our staff and students. If you think this aligns with your values, then we would love to hear from you.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% over the last five years, and we now have more than 1300 students who attend the school. The school has been selected to be part of the latest phase in the Schools Rebuilding Programme and we envisage a fantastic new school building to be ready for September 2027.

Please note: we are also advertising a permanent cleaner role of 10 hours per week which could be done alongside the lunchtime supervision role.

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at vacancies@framdurham.com

Key Dates

The closing date for applications is: Monday 21 September at 9.00am

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list clearance will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive**

Durham

DH1 5BQ

Tel: (0191) 3866628

Email: vacancies@framdurham.com

About the school

Thank you for considering joining us at Framwellgate School Durham. The school website is an excellent starting point if you wish to know what life is like here and we would urge you to look at this to help you decide if our school is right for you (www.framdurham.com).

Aims and ethos

The school ethos is based on the idea of excellence, inclusivity and all our students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

Job Description: Lunchtime Supervisor

Job Title	Lunchtime Supervisor
Grade	FSD2 point 3
Hours of Duty	12.00pm – 2.00pm daily (10 hours per week), term time only with flexibility to work additional hours as required
Postholder	Vacancy
Responsible to:	Central Services Co-ordinator
Principal function	To provide a general supervision and support service over the lunchtime period
Main areas of responsibility	As lunchtime supervisor you will be involved in a rota to supervise students both in and outside the school buildings. This will involve you having to: • Control the dinner queue • Supervise students eating their lunches • Ensure tables are cleared, wiped down and that the dining environment is kept clean • Ensure food taken from the dining hall is eaten in designated areas • Control behaviour of students while they eat their meals • Keep students out of the school when they should be outside • Check that groups of students do not loiter in prohibited areas (such as the toilets) • Control behaviour of students in the yard • Ensure that students adhere to the school's Behaviour Policy • Report any accidents that occur around school



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	• Completion of paperwork as and when required under the direction of the line manager
General Responsibilities	• All staff are expected to safeguard and promote the welfare of all students with whom they come into contact, and must adhere to the school's Child Protection and Safeguarding Policy. • All staff are expected to carry out their duties with full regard to the school's Behaviour Management and Exclusions Policy, Anti-Bullying Policy, Equality, Diversity & Community Cohesion Policy, Single Equality Scheme and Medical Needs Policy. • All staff must follow the school's Health and Safety Policy. • All staff must comply with all school policies, including the No Smoking Policy.
Additional Information	1. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. 2. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder. 3. The post will be reviewed and it may be subject to modification or amendment at any time, after consultation with the post holder.
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Person Specification: Lunchtime Supervisor

	Essential	Desirable
Qualifications & Experience	• Experience of, and the ability to undertake, lunchtime supervision duties. • Experience of maintaining a safe environment for students	
Knowledge & Skills	• Able to communicate effectively with a range of people	
Personal Attributes	• Able to form good relationships with students, staff and service users • Able to follow direction from Line Manager • Able to work flexibly to meet deadlines and respond to unplanned situations, under the guidance of senior staff • Ability to follow the school behaviour policy and deliver this to students when required • Evidence of excellent attendance and punctuality record • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health and Safety • Commitment to the school's ethos, aims and its whole community • Willingness to undertake training in relevant courses • Enthusiasm, commitment to the role and a willingness to learn, acquire new skills and develop existing ones	

The Application Process

Please complete the application form available from this website, or by contacting the school on 0191 386 6628.

Guidance on completing the application form:

Candidates are requested to complete the application form in full.

Your completed application form should be emailed 'in confidence' to Fiona Thompson at vacancies@framdurham.com or posted to Fiona Thompson at: Framwellgate School Durham, Newton Drive, Durham, DH1 5BQ by no later than **Monday 21st September 2026 at 9.00am**. All applications will be acknowledged by email. Please note that we do not accept CVs.