



Bowburn
Primary School



Lunchtime Supervisor

Start Date: ASAP

We all learn and grow together

Welcome from the Headteacher

Welcome to Bowburn Primary School and Little Wings.

Bowburn Primary School was formed by the amalgamation of Bowburn Infants and Nursery School and Bowburn Junior School in September 2019. We are a welcoming, happy and caring school, where children are at the heart of all we do. Our staff team is committed, reflective and passionate about ensuring that every child feels safe, valued and inspired to learn.

In April 2021, we moved into our new, purpose-built school building, providing high-quality facilities that enhance learning, wellbeing and opportunity for all. We make full use of stimulating resources, visits and visitors to enrich our curriculum, place a strong emphasis on sport and physical education, and work hard to ensure learning is engaging, enjoyable and purposeful. Our pupils are happy, confident and proud to be a part of Bowburn Primary School.

We are delighted to now include **Little Wings** as part of our school community. Little Wings is our brand-new, purpose-built early years provision for children aged 9 months to 3 years. Rooted in strong, secure relationships and high-quality interactions, Little Wings provides a warm, nurturing and developmentally rich environment where our youngest children feel safe, loved and supported to explore the world around them.

As part of Bowburn Primary School and the Advance Learning Partnership, Little Wings offers children and families a seamless journey from birth through to age eleven, underpinned by consistent values, high expectations and strong safeguarding practice.

Across Bowburn Primary School and Little Wings, we are dedicated to inclusive education where every child is supported to achieve their full potential. We value parents and carers as vital partners and work closely with families to ensure the very best outcomes for children. Our shared aim is to nurture confident, resilient and inquisitive learners, with a strong sense of belonging and a lifelong love of learning.

We are proud of our school and early years provision and are always keen to welcome passionate, caring and committed professionals who share our vision and values. Together, we will continue to deliver high-quality education and care for the children and families we serve.

We will all work hard to ensure Bowburn Primary School continues to deliver high-quality education for our pupils.

Mrs Natalie Maughan
Executive Headteacher

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The Role

The Head Teacher and Governing Body of Bowburn Primary School and Little Wings are seeking to appoint **2 enthusiastic, empathetic and energetic Lunchtime Supervisor** to join our dedicated lunchtime team.

We are proud of our caring and inclusive school community, where children are encouraged to be curious, kind and confident. Our lunchtime team plays a vital role in supporting children's wellbeing, promoting positive play, and helping to create a safe and happy environment during the midday break.

Key Responsibilities

The successful candidate will:

- Lead and encourage purposeful play, including overseeing an OPAL play zone.
- Support children during meal service, including helping with seating, spills and table hygiene.
- Promote good manners, social skills and respectful behaviour.
- Help children care for their school environment.
- Liaise with teaching staff regarding children's wellbeing.
- Attend regular training and understand safeguarding responsibilities.

We are looking for someone who:

- Enjoys working with children and brings energy and positivity to the role.
- Is reliable, hardworking and a strong team player.
- Understands the importance of keeping children safe and happy.
- Is committed to supporting our school values and ethos.

The Person

- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment.
- Exhibits excellent people management skills.
- Effective communicator, able to interact with colleagues and pupils.

Job Description

JOB TITLE	Lunchtime Supervisor (2 positions available)
CONTRACT TYPE	Permanent Term Time Only
ACCOUNTABLE TO	Senior Leadership Team
GRADE	Grade 1 SCP 3
HOURS	10 hours per week
SALARY	Actual - £5,990.83
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties;
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager;
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

RESPONSIBILITIES FOR LUNCHTIME SUPERVISORS

All Lunchtime Supervisors will:

- Supervise areas of the school throughout the lunchtime, whether inside or outside the dining areas, including corridors, main hall and outside areas; in accordance with the instructions of the Senior Leadership Team. Supervise in any other areas during lunchtimes as directed by the Headteacher.
- Encourage students' healthy eating and table manners, assisting with opening food packages or cutting up food where appropriate.
- Ensure that students queue for lunch in an orderly and safe manner. Uphold robust routines between the hall and outside, so that the transition between the hall and outside is as smooth as possible.
- Support and manage the behaviour of students in line with school and trust policies.
- Support the children with clearing away their trays and cooperating with the kitchen staff to ensure this is handled in a timely manner, in compliance with correct procedures to ensure hygiene standards are maintained.
- Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with Trust health and hygiene procedures.
- Clean trays, tables and floor surfaces during and immediately after lunchtimes to ensure that the dining area is left in a tidy condition.
- Where appropriate serve beverages, ensuring hygiene/ food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- Engage with the children in talk, games and play and encourage children to work cooperatively and problem solve to resolve any conflict. Where issues arise, use restorative conversations to support the children to move forward.
- Praise and reward children that demonstrate our school values.
- Support with first aid and following reporting procedures where necessary.
- Communicate effectively and in a timely manner with classroom staff about any issues over lunchtimes.
- Follow the health and safety policy of the Trust, report any incidents/ accidents/ hazards and take a proactive approach to health and safety matters.
- Deal with any immediate problems or emergencies according to the Trust's policies and procedures.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

	Person Specification	Essential	Desirable
Application	Completed application form.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Appropriate level of education with evidence of literacy, communication and numeracy skills.	*	
	NVQ Level 2 or its equivalent in a relevant area.		*
	Completion of recognised manual handling training.		*
	Experience of performing basic maintenance tasks and the use of basic tools.		*
	Commitment to undertake further on the job training.	*	
Experience	Ability to use relevant technology, including tools, equipment and resources effectively to undertake the duties stated in the job description.	*	
	Ability to work unsupervised and under own initiative.	*	
	Able to follow instructions and have good attention to detail.	*	
	Able to work constructively as part of the wider School team.	*	
Qualities and Values	The ability to respond to and manage change.	*	
	Commitment to the equality of opportunity and the safeguarding and welfare of young people.	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	
	Clean and smart appearance.	*	
	Drive, commitment and enthusiasm.	*	
	Ability to maintain confidentiality.	*	
Personal Attributes	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	
	Ambition to go on to a position of responsibility.		*

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Friday 9th October 2026 addressed to:**

**Bowburn Primary School
Crowtrees Lane
Bowburn
Co. Durham
DH6 5FP**

or by e-mail to the School Reception, admin@bowburnprimary.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Candidate Information Guidance

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.