

Parkside Academy

Kitchen and Lunchtime Supervisor

Start Date: 1st December 2026

Educational Excellence

Welcome from the **Headteacher**

Parkside is an excellent school which prides itself on being consistently one of the most successful schools within County Durham. Our students are at the heart of everything that we do. All staff are dedicated to delivering an exceptional quality of education for each individual student. There is a calm and purposeful atmosphere in the school exemplifying our ethos of aspiration, hard work and achievement. This is achieved through students being valued, understood and celebrated.

In order for all students to be successful they must feel safe and cared for. To achieve this, we operate a culture of high expectations and standards for all students. We instil traditional values of personal organisation and respect for all members of the Academy and within the wider community. We pride ourselves on securing educational excellence for all students in our care. Our students are smart, polite, reliable and enthusiastic and leave us as successful, high achieving young people.

We hope you will join us in working towards our aim of developing this excellent school into an exceptional school.

Mrs K Armstrong
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 **Catering** Department

All school catering is delivered by our in-house teams, our teams are made up of a Catering Manager, Catering Supervisor and Catering Assistants.

The offer to students consists of Breakfast Club, Breaktime & Lunch. Our menus are put together to comply with the School Food Standards. Students are surveyed yearly on the food offer, and the feedback is used to help produce the school menu.

We work closely with our suppliers to make sure our food is as local as possible to comply with our sustainability standards.

All diets can be catered for plus any students with allergies or food intolerances can have special menus put together for them. We believe that food should not be a barrier to learning and students are encouraged to have a healthy diet to help them achieve their best.

The **Person**

- Exhibits the highest of expectations.
- Demonstrates exceptional listening skills and outstanding verbal and written communication abilities.
- Displays outstanding expertise in organisational and time management skills, ensuring efficiency and effectiveness in all tasks.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Displays an ability to lead and motivate a team and foster a culture of collaboration.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job **Description**

JOB TITLE	Kitchen and Lunchtime Supervisor
CONTRACT TYPE	Permanent Term Time Only
ACCOUNTABLE TO	Central Catering Manger
GRADE	Grade 1 SCP 3
HOURS	16 hours per week
SALARY	£9,585.33
REQUIRED	1st December 2026

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 ALL KITCHEN AND LUNCHTIME SUPERVISORS

- Wash up dishes etc. in compliance with correct procedures to ensure hygiene standards are maintained.
- Operate the dishwasher following correct usage procedures to ensure optimum results.
- 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.
- Serve meals, snacks and beverages, ensuring hygiene/ food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- Assist with the operation of the kitchen laundry as required.
- Assist with the delivery storage and management of food stocks in line with health and safety and hygiene regulations.
- 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 Catering Manager, Central Support Manager and Senior Leadership Team.
- Support and manage the behaviour of students in line with Trust policy.
- Encourage students' healthy eating.
- Follow the health and safety policy of the Trust, report any incidents/ accidents/ hazards and take a pro-active approach to health and safety matters.
- Ensure that students queue for lunch in an orderly and safe manner.
- Deal with any immediate problems or emergencies according to the Trust's policies and procedures. Supervise in any other areas during lunchtimes as directed by the Catering Manager, Central Support Manager or Headteacher.

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

Person **Specification**

	Essential	Desirable	Method of Assessment
Application	• Fully supported in references. • Fully completed application form which details previous experience and provides further information about relevant experience and skills.		• Application • References
Qualifications	• Willingness to undergo training relevant to the post.	• First Aid. • Food Hygiene.	• Application • Interview
Experience	• Competence in carrying out general cleaning tasks. • Awareness of health and safety issues.	• Experience of cleaning within a school, organisation or business.	• Application • References • Interview
Skills	• Able to work in a busy and demanding environment. • Willing to undertake training as required.		• Application • References Interview
Personal characteristics	• Adaptable and flexible. • Calm under pressure. • Patient. • Empathetic with young people. • Self-motivation, reliability, and hard-working nature. • Team player. • High personal and professional standards.		• Application • References • Interview

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, Wednesday 4th October 2026 addressed to:**

Parkside Academy
Hall Lane
Willington
Crook
County Durham
DL15 0QF

or by e-mail to the School Reception, **admin@parkside.org.uk** or **contact@parkside.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.

Shortlisted Candidate **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 2025.

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.