

VACANCY

Codsall Multi Academy Trust
Birches First School
Lunchtime Supervisor

Term Time Only
38 weeks a year
6.25 Hours, Monday-Friday
11.45 – 1.00pm

Grade 2, £12.45per hour

A vacancy has arisen for a Lunchtime Supervisor.

We are looking to appoint an enthusiastic and dedicated Lunchtime Supervisory Assistant to work as part of our team supervising pupils during the lunch break, ensuring a safe environment in which their developmental and welfare needs are met. You need to be physically fit and be able to interact with all pupils in the school, encouraging play and inclusion.

Do you have:

- Experience of working with children and managing behaviour?
- The ability to work as part of a team, building relationships with children and staff?
- A caring nature, able to support the emotional wellbeing of children?

The post holder will have responsibility for the following areas:



To work under the direction and instruction of senior staff to provide appropriate support on a one to one basis to children to children with special needs during the school lunch break.

- Supervision of Pupils:
- Assist children with their table manners and use of cutlery.
- Setting up and clearing away dining room equipment such as chairs and tables.

If you are interested in the position, please forward your completed application form to the school office.

Closing date 02.05.2025 @9am

Interviews will begin week commencing 06.05.2025

Contact: office@birches.staffs.sch.uk

[Application form and recruitment form attached to be completed and returned to Birches First School or by email to the address above.](#)

Birches First School
Birches Avenue
Codsall
WV82JG

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Codsall Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



Codsall
Middle School



St Nicholas^{CE}
First School