



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Midday Supervisor

Recruitment Pack

Hardwicke Parochial Primary Academy



Dear Applicant,

Thank you for your interest in the post of Midday Supervisor.

Hardwicke Parochial Primary Academy is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 25 primary schools within the Trust family, including 23 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website <http://www.hardwicke.gloucs.sch.uk> and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 24 September 2026. Interviews are scheduled to take place on 29 September, to start as soon as possible.

To submit your application please email the completed form to recruitment@dgat.org.uk before the closing date.

Yours faithfully

Sharon Cale
Headteacher

The Diocese of Gloucester Academies Trust seek to appoint a

Midday Supervisor

The Diocese of Gloucester Academies Trust seek to appoint a Midday Supervisor to work at Hardwicke Parochial Primary Academy.

This is a part time, fixed term position until 31 August 2027. The working hours will be Monday – Friday 11:45am – 13:30pm.

The salary is grade 2, point 4 (pro-rata).

We are looking for an enthusiastic Midday Supervisor to join our hardworking team.

You will be responsible for:

- The health and safety of children at lunchtimes
- Promoting positive behaviour, relationships and enhancing the children's wellbeing
- Encouraging good manners and supporting social skills
- Supporting children's positive play during lunchtime
- Preparing and keeping the hall clean and tidy

An application form can be downloaded from the vacancy area of our website <http://www.hardwicke.gloucs.sch.uk> or via www.dgat.org.uk/vacancies

If you would like an informal conversation about the role, please contact Mrs Lester on 01452 720538 or email finance@hardwicke.dgat.org.uk.

Closing date for applications is **24 September 2026**.

Other information that might help you decide if this is the role for you

Usual working days and times:	Monday – Friday 11:45am-13:30pm
Work environment	classroom, shared spaces.
Dress code:	Smart/Casual
Employee benefits:	Free and confidential employee assistance programme available 24/7

	High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events A range of clear and supportive policies.
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Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-two primary, one junior and two infant schools within the Trust. Twenty-three of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal



- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	Midday Supervisor
Responsible to:	Headteacher
Line Management:	Office & Finance Administrator
Contract Type:	Fixed Term

Overall, Purpose of this post

To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Duties and Responsibilities

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation (electronically) required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation. [to change as appropriate]

Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the school	x	
Committed to the school's vision	x	
Qualifications		
No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.	X	
Personal qualities		
Friendly and approachable	X	
Well-motivated with the ability to use his/her own initiative	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure	X	
Professional and honest	X	
Additional Requirements		
A DBS will be required prior to appointment	X	
Good health and attendance record	X	