



Midday Supervisor Recruitment Pack

Marus Bridge Primary School



MAXIMISING POTENTIAL



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Welcome

Dear Applicant,

Thank you for your interest in the vacancy for a Midday Supervisor at Marus Bridge Primary School.

We are seeking to appoint a dedicated & enthusiastic person to join us as soon as possible. This position is a temporary post.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Marus Bridge Primary School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr R Aldridge
Headteacher
Marus Bridge Primary School



Marus Bridge Primary School

Marus Bridge Primary School is a popular and successful school community. Children make great progress and love their lessons. Our children achieve well due to the dedicated adults offering great teaching and pastoral care. We make learning fun and pupils feel safe and happy.

Our mission is to work with children and their families so that everyone can “Learn, Enjoy and Achieve” at Marus Bridge.

Our curriculum is rich and broad. Mathematics, English and science are complemented with lots of opportunities for extra curricular activities. We offer a well-resourced learning environment with fantastic facilities, including IT and computing and access to first-rate art and drama spaces.

We place huge emphasis on staff development and aim to develop and nurture future leaders.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

- ❖ Development
- ❖ Career opportunity
- ❖ Personal growth
- ❖ Thrive



- ❖ Nationally negotiated salaries
- ❖ Childcare vouchers
- ❖ Cycle to work scheme
- ❖ Generous pension
(Teachers Pension or Local Government)

- ❖ Organisational support
- ❖ Collaboration
- ❖ Quality of co-workers
- ❖ Work-life balance

- ❖ Variety
- ❖ Challenge
- ❖ Autonomy
- ❖ Feedback



Job Description

Mid-day Supervisor

Reports to:	Senior Midday Supervisor
Location:	Marus Bridge Primary School, Kelvin Grove, Wigan, WN3 6SP
Salary:	Grade 2, scale point 3 £12.85 per hour (actual salary) £2801.82 per annum
Hours:	5 hours per week term time only

Overall purpose of post

Provide general support in the management of pupils in the dining hall, playground, classroom (wet play) and ensure the safety, welfare, and good conduct of pupils during the mid-day break.

Job Outline

- Supervise children at lunchtime within buildings and the outside environment.
- Establish good relationships with pupils, acting as a role model.
- Respond appropriately to the individual needs of pupils including if required to attend to pupils' personal needs which may include aiding with toileting and dressing.
- Encourage pupils to interact with each other, play games and activities and engage with school adults.
- Assist individual pupils with eating if required
- Clean spillages and ensure that tables are clean during mealtimes.
- Assist with first aid, sickness, and other welfare issues
- Be aware of the school's behaviour policy ensuring it is implemented during lunch break, to ensure good conduct and discipline is maintained and provide activities for "wet play" (primary sector only)
- Support pupils in their social and environmental wellbeing and reporting any problems to the teacher as appropriate.

Policies and Training

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection - reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Participate in training and other learning activities, and performance development as may be reasonably directed
- To undertake First Aid Training
- Contribute to the overall ethos/work/aims of the school



Person Specification

Essential

- Ability to provide a polite, courteous and professional service to colleagues, students and visitors at all times
- Ability to work under supervision and as a team member
- Ability to use initiative to respond to and resolve problems within school guidelines
- Ability to communicate with and relate well to pupils
- Ability to deal with minor injuries
- Ability to work in accordance with the schools health and safety policies
- Basic understanding of safeguarding and the importance of ensuring a safe and secure environment for pupils
- Knowledge of children's games and activities
- Understanding of confidentiality and why this is important in a school
- Legally entitled to work in the UK

Desirable

- Experience of working and interacting with children of a relevant age and or learning need
- First Aid certificate

How to Apply

Please submit the enclosed application form to

jobs@marusbridge.co.uk

Interview date: To be confirmed





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464





MARUS BRIDGE PRIMARY SCHOOL

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

Kelvin Grove,

WIGAN, WN3 6SP

TELEPHONE: 01942 248129

EMAIL: jobs@marusbridge.co.uk

1. POST APPLIED FOR

Post Applied For:			
School:	Marus Bridge Primary School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	
Email:			



3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		



5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments?	Yes / No



In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.

The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.

To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:

- Facebook
- Instagram
- Twitter
- LinkedIn
- TikTok
- YouTube

10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO	Yes / No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO	Yes / No

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1	REFEREE 2



TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer	Education	Character	Reference Type: (Please circle)	Employer	Education	Character

12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....

