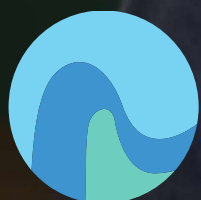


# Application Pack

Lunchtime Supervisor x 2

An extraordinary education for every pupil



**The Rivers**  
C.of E. Academy Trust



# Welcome

Thanks for your interest in our fantastic school.

Children at Northwick experience a truly personal journey where they feel valued and able to flourish, supported by inspiring teachers and an array of superb educational, and co-curricular opportunities. Happy children succeed, and we place the relationships between staff, children and parents at the forefront of all we do.

This is truly a remarkable and welcoming community to be a part of, for both staff and pupils.

## Overview

### School overview template

Northwick Manor is a primary school located in Worcester.

It has 600 pupils from age [4 – 11 years] and 82 staff numbers.

Established over 80 years ago, the school joined The Rivers CofE Academy Trust in 2018.

### Ethos

At Northwick we place a high value on the educational experience of all our pupils and achieve this within the atmosphere of a friendly learning community. The school's principal philosophy is that 'pupils should be confident, happy, and successful'. Together we aim to be a school of excellence, always encouraging our children to aim high, and providing opportunities for them to develop their talents and potential in a nurturing environment.

### Performance

At this school 92% of pupils met the expected standard in their Phonics Screening Test [2024] and 68.5% of pupils met the expected standard in Reading, Writing and Mathematics Combined at Key Stage 2.

Our latest Ofsted judgment: Outstanding

### Review score

*"We love the school, couldn't be happier with my child's progress".*

*Parent*

# About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

## Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

## Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

## Our STARS Values



**Sharing**



**Trust**



**Achievement**



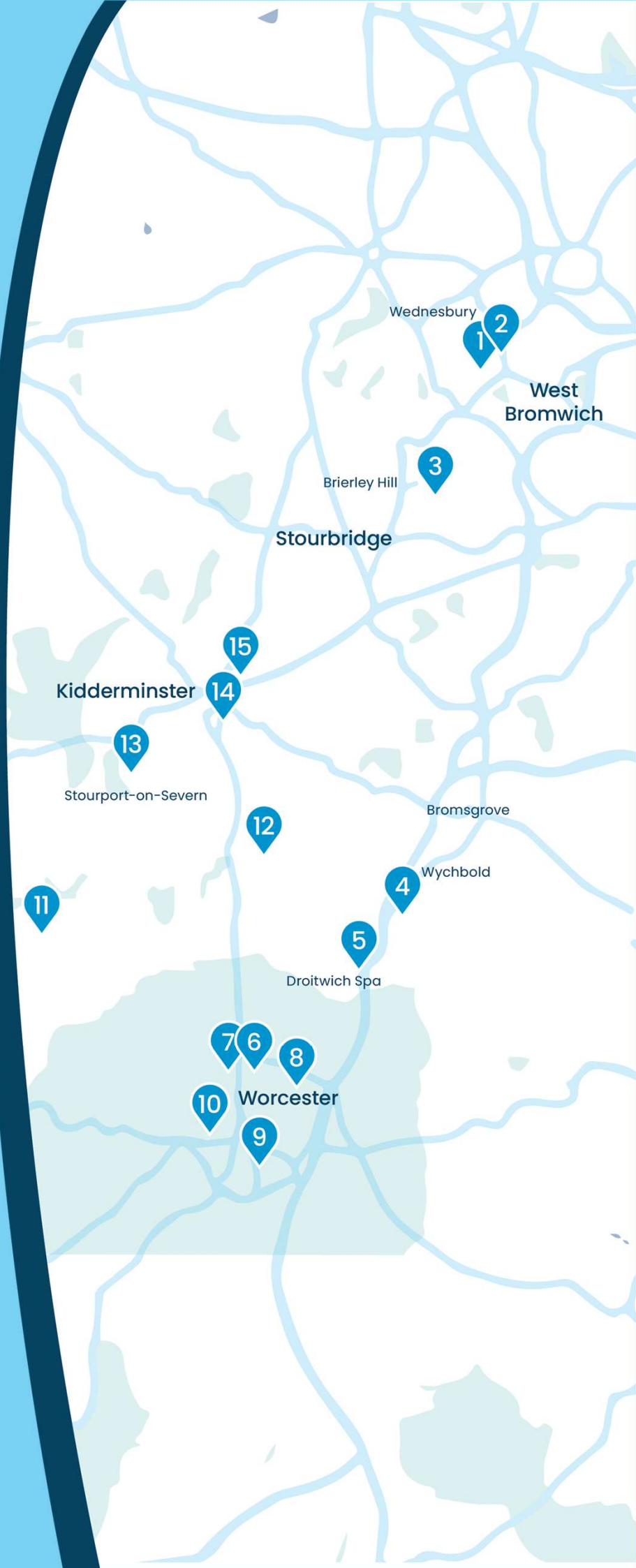
**Respect**



**Safety**

# Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



# Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

## Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

[www.educationmutual.co.uk/service/healthcare-and-wellbeing/](http://www.educationmutual.co.uk/service/healthcare-and-wellbeing/)

## Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

[www.lgpsmember.org/](http://www.lgpsmember.org/)

## Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



# About the Role

<b>Job Title:</b>	Lunchtime Supervisor x 2
<b>Salary:</b>	Scale 1, Point 2 FTE Salary £24,413. Actual £3,451
<b>Contract Type:</b>	Part time, 6.25 hours a week - Permanent
<b>Start Date:</b>	November 2025
<b>Reporting To:</b>	Assistant Headteacher
<b>Location:</b>	Northwick Manor Primary School
<b>About:</b>	Monday to Friday 12.30-1.45pm term time only.

# Job Description

## **Main Duties and Responsibilities:**

To ensure, individually or as part of a team, the welfare and safety of all children remaining within the school grounds or buildings during lunch time.

## **Main Activities:**

- Supporting pupils while they eat their lunch and making sure tables are clean and that water is available.
- To use initiative in monitoring events occurring on the school premises and grounds
- To encourage play activities by modelling and taking part if necessary
- To positively encourage good behaviour, healthy eating and good table manners.
- To help to set up and clear away the lunchtime area before and after the lunchtime period when required.
- Ensure food and water spillages are dealt with promptly.
- Report accidents and complete accident form if necessary.
- To undertake ancillary duties as necessary (ie. setting up and clearing away tables, cleaning tables and dining area).
- Ensure the behaviour policy is implemented and seek advice on how to deal with individuals as needed.
- Support the work of the staff and other supervisory assistants.
- To escort the children to and from the dining area and ensure their safety at all times.
- Organise and lead suitable play activities for children.
- Supervise children at all times, indoors and outdoors.
- Record inappropriate pupil behaviour and convey serious incidents to the Head Teacher.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Attend training when appropriate and after consultation with the Head Teacher.
- Attend to and report any minor first aid accidents or injuries or pupils who become ill.
- To contribute as a member of a team to ensure the ethos of the school is upheld.
- To adhere to the need for confidentiality at all times.
- To value and respect the views and needs of individual pupils.
- To be responsible for promoting the safeguarding and welfare of all pupils.
- Perform any reasonable duties as requested by the Head Teacher.

# Person Specifications

Criteria	Essential	Desirable
<b>Qualifications and experience</b>	<p>Basic childcare and health and safety knowledge.</p> <p>Working with or caring for children of relevant age.</p>	<p>Experience in working in a school setting.</p> <p>Appropriate knowledge of first aid.</p> <p>Play leader training.</p> <p>Safeguarding training.</p>
<b>Skills and knowledge</b>	<p>Participate in development training opportunities.</p> <p>Literacy skills to be able to understand and follow school policies.</p> <p>Be aware of cultural and social differences.</p>	
<b>Other</b>	<p>Ability to relate well to children and adults.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to maintain a safe, calm and happy approach.</p> <p>Ability to use own initiative.</p>	

# How to Apply

Application forms are available to download here: [Current Vacancies | The Rivers CofE Multi Academy Trust](#)

Please email the completed application form to Bob Harris, Assistant Headteacher [nwoffice@riverscofe.co.uk](mailto:nwoffice@riverscofe.co.uk) by 12 noon on Monday 3<sup>rd</sup> November 2025.

Please note that if you have not been contacted by 4<sup>th</sup> November then you have not been successfully shortlisted on this occasion.

The Interview date will be confirmed.

There is no need to submit a curriculum vitae.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



**The Rivers**  
C.of E. Academy Trust

# Get in Touch

## **Northwick Manor Primary School**

Northwick Road, Worcester WR3 7EA

T: 01905 454430

E: [nwoffice@riverscofe.co.uk](mailto:nwoffice@riverscofe.co.uk)

[Northwick Manor Primary School – Home](#)

## **The Rivers C of E Academy Trust**

School Lane, Cutnall Green, Droitwich, WR9 0PH

T: 01299 851178

E: [info@riverscofe.co.uk](mailto:info@riverscofe.co.uk)

W: [www.riverscofe.co.uk/](http://www.riverscofe.co.uk/)