



The Sycamore
Church of England
Trust

Grow together, Learn forever

Midday Supervisor Recruitment Pack

Holy Trinity CE Primary School



Base: Holy Trinity CE Primary School, Cecil Street, Bury, BL9 0SB
Grade: Grade 3
Contract: Fixed Term until 31st December 2026
Hours: 5 hours per week (working hours to be discussed at interview)
Required From: September 2026

The Sycamore Church of England Trust are seeking to appoint enthusiastic and caring Midday Supervisors to join our team at Holy Trinity CE Primary School.

We are proud to have served the heart of Bury since 1850. We acknowledge not only our rich history but also our commitment to nurturing future generations in a caring and inclusive environment.

As part of the Manchester Diocese family, we are guided by the teachings of Jesus, holding fast to His promise in John 10:10 of "life in all its fullness." This promise shapes our approach to education and community, encouraging every child to flourish and thrive.

Our vision at Holy Trinity is deeply rooted in the words of Mark 12:30: "Love the Lord your God with all your heart, all your soul, all your mind, and all your strength." This scripture inspires us to create a school where love, respect, and dedication are at the core of everything we do. At Holy Trinity, we strive to grow a flourishing community where living well together is key. We believe that inclusivity and support are essential in ensuring that everyone feels loved and valued. Through our shared commitment to learning, we empower each child to achieve and succeed, preparing them for a bright and fulfilling future.

As a Midday Supervisor, you will play an important role in helping to provide a safe, happy and enjoyable lunchtime experience for all pupils. You will support children's wellbeing, encourage positive behaviour and help create an environment where every child feels included and valued.

Informal visits to the school are warmly welcomed.

If you would like to find out more about the role or arrange a visit, please contact the school on 0161 764 2993.

Closing Date: Wednesday 8th July 2026

Shortlisting: Friday 10th July 2026

Interviews: Tuesday 14th July 2026

The 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. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks, including references.

Job Description

Post Title	Midday Supervisor
Responsible to:	Headteacher/Senior Midday Supervisor
Location:	Holy Trinity CE Primary School Trust wide working may be required.

Main Purpose of the Role

To support the safety, wellbeing and positive experience of pupils during the lunchtime period and to help create a happy, inclusive and secure environment for all children.

Core Responsibilities and Tasks

Pupil Support and Supervision

- Support pupils during lunchtime in the dining hall, playground and during wet play activities.
- Encourage positive behaviour and respectful relationships.
- Support children to play safely and inclusively.
- Help children to resolve minor disagreements appropriately.
- Promote good manners and positive social interaction.

Health, Safety and Welfare

- Help to ensure the safety and wellbeing of all pupils during lunchtime.
- Be aware of pupils with medical, dietary or additional needs and follow guidance provided by the school.
- Report accidents, incidents or concerns in line with school procedures.
- Follow school health and safety procedures at all times.

Play and Engagement

- Encourage children to take part in games, activities and positive play experiences.
- Support children who may need help joining in with activities.
- Promote an inclusive environment where all pupils feel welcome and valued.

Safeguarding

- Be responsible for and committed to safeguarding and promoting the welfare of children and young people.
- Report any safeguarding concerns in accordance with school policies and procedures.

This is an outline job description only and the post holder will be expected to undertake duties commensurate with the grade and responsibilities of the post.

Job Description

Corporate Responsibilities

- Support and contribute to the ethos and values of the Trust.
- Participate in training and development opportunities as required.
- Adhere to Trust policies and procedures.
- Comply with health and safety requirements.
- Maintain professional standards of attendance, punctuality and conduct.

Additional to Note

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Central Leadership Team.

Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

Job Description prepared by:	Sign: Alison Knott	Date: 17/06/2026
Agreed correct by Postholder:	Sign: Alison Knott	Date: 17/06/2026
Agreed correct by Supervisor/Manager:	Sign:	Date:

Person Specification

Essential

Desirable

Qualifications & Training

Commitment to safeguarding and promoting the welfare of children.	√	
First Aid qualification.		√

Experience

Experience of working as part of a team.	√	
Experience of working with children.		√
Experience in a school or childcare setting.		√

Skills & Abilities

Ability to communicate effectively with children and adults.	√	
Ability to build positive relationships with children.	√	
Ability to work as part of a team.	√	
Ability to encourage positive behaviour.	√	
Ability to follow school policies and procedures.	√	
Reliability and punctuality.	√	
Ability to organise simple games and activities.		√
Awareness of children's wellbeing and inclusion needs.		√

Personal Qualities

Caring and approachable.	√	
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Person Specification

Essential

Desirable

Qualifications & Training

Positive and enthusiastic.	√	
Patient and understanding.	√	
Flexible and willing to learn.	√	
Commitment to equality, diversity and inclusion.	√	
Commitment to the values and ethos of Holy Trinity CE Primary School.	√	
Commitment to safeguarding and promoting the welfare of children.	√	