

Cavendish Close Infant and Nursery School
Midday Supervisor

Job details

Salary: Derby City Council Support Staff Grade A (£12.85 per hour)

Hours: Term time only - 11:30 to 14:30 (3 hours a day), Monday to Friday, 15 hours a week

Contract type: Fixed term initially, from as soon as possible until Friday 23 July 2027, with the potential to become a permanent role

Reporting to: Dinner time leaders (Learning Mentors) and the Senior Leadership Team

Responsible for: Working as part of a team to enable children to have safe and positive dinner times.

Job description

1 Accountabilities and Knowledge	Know and comply with policies and procedures relevant to child protection and health and safety, including first aid.
	Enable children to maintain their health and safety, welfare, good conduct and safeguarding.
	Promote and actively support the behaviour values of the school.
	Follow guidance about how to support children's additional needs.
	Maintain a safe indoor environment. Encourage children to select and eat healthy, balanced meals. Safely and promptly wipe down tables and clean dining areas between groups of children. Safely and promptly clean up spillages of food or liquid in the hall.
	Maintain a safe outdoor environment. Set out and store equipment safely.
	Know when to seek support. Report all incidents and concerns to the dinner time leaders (Learning Mentors).
2 Mental Skills	Know and follow the dinner time routine and procedures
	Solve problems in routines.
3 Interpersonal and Communication Skills	Communicate with staff and children clearly.
	Form appropriate, professional and respectful relationships with staff and children.
	Contribute to team work.
	Know when to maintain confidence concerning sensitive information.

4 Initiative and independence	Follow instructions from the dinner time leaders (Learning Mentors).
	Instruct, guide, and persuade children with kindness.
	Manage children's transitions around school in an orderly manner.
	Lead games and play activities in the outdoor areas, engaging with the children.

5 Physical, Emotional and Mental Demands	Able to stand and walk for the duration of the dinner period.
	Able to work at a good pace, quickly when necessary.
	Able to work indoors and outdoors in all seasons.
	Know when and how to de-escalate situations and resolve conflict.
	Be alert and respond to hazards and challenging situations.

6 Responsibilities	Understand responsibilities with regard to the health and safety, and children's welfare.
	Follow procedures for dealing with accidents.
	Responsible for safe use of equipment, indoors and outdoors.
	Demonstrate common courtesy to all stakeholders at all times.

7 Performance	Engage with the school's appraisal/performance management procedures, target setting, accessing professional development and reviewing progress.
	Undertake relevant training to develop in the role.

Person specification

Criteria	Qualities
Qualifications and training	• Basic literacy skills: ability to read so competently able to access policies, procedures and training, good spoken English to provide a good model to our children • Basic IT skills: the ability to complete essential online training relevant to the role independently • First aid training (or willingness to complete it)
Experience	• Working with children • Working and collaborating within a team
Skills and knowledge	• Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues

Personal qualities	• Commitment to supporting and understanding pupil needs • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion
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Cavendish Close Infant and Nursery School is committed to equality of opportunity in employment and services. We will offer the successful candidate a friendly, welcoming and supportive environment that is dedicated to professional development and high expectations for all.

Cavendish Close Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We would like to remind candidates that it is illegal to apply for this position if you are included on the barred list.

Any offer of employment will be subject to satisfactory references, one of whom must be your current or most recent employer and the relevant employer from the last time you worked with children (if applicable).

All shortlisted candidates will be required to complete a self-declaration form during the recruitment process. The role is exempt from the Rehabilitation of Offenders Act 1974, meaning the school has the right to know about the criminal history of job applicants (including any spent convictions) and can take this into account when making recruitment decisions. This exemption applies to all school-based jobs, as the work involves contact with children.

As part of our due diligence checks, the school will carry out an online search for all shortlisted candidates. By submitting an application, you are giving your consent for this to be completed if shortlisted.

All members of staff will receive training in line with our Child Protection and Safeguarding Policy which can be found on our website: <https://cavclosei.derby.sch.uk/wp-content/uploads/2025/11/Child-Protection-and-Safeguarding-Policy-2025.26.pdf>