

# Morpeth All Saints CofE First School Lunchtime Supervisor/Cleaner

Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

### Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

### Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

# About Morpeth All Saints CofE First School

As Headteacher of Morpeth All Saints Church of England First School I would like to take this opportunity to thank you for taking the time to consider whether this is the position and the school for you to work in.

Morpeth All Saints is a thriving, vibrant and happy school community located within Lancaster Park, a short walk from the centre of Morpeth. We are a one and a half form entry first school which means that we admit a maximum of 45 children into our school each academic year. Being a first school, we operate classes from Nursery to Year 4 and currently have around 220 pupils on roll. After their time with us, the vast majority of pupils transition to Chantry Middle school which is also in The Three Rivers Learning Trust. As a one and a half form entry school, we teach both pure and mixed-aged year groups throughout Key Stage One and Two.

At Morpeth All Saints we strive to enable all children within our care to achieve their very best, fully utilising their God given gifts and talents. We provide our children with a stimulating, safe and happy learning environment which is rooted in mutual respect of one another. Jesus told us to love our neighbour as we love ourselves and this teaching is very close to our hearts here at Morpeth All Saints. As a result, our children and school community truly flourish achieving our school vision of 'Together We Flourish' (John 10:10)

In our school we endeavour for our children to foster a passion for discovering new things, to be curious about the world around them and to be independent, enthusiastic learners. Our whole school community truly believes that all children

are unique individuals. Our aims therefore are to provide a high quality education which supports yet challenges, to ensure that our curriculum is enriched and tailored to each child we serve and to maintain an engaging, purposeful and interactive school environment.

We are passionate in ensuring that our curriculum places equal emphasis on all subject areas and not simply Reading, Writing and Maths. We appreciate that our children need to excel within these core areas, which they do, demonstrated through our high standards and results. However, we also respect that our children need many other skills, qualities and learning opportunities to be truly successful throughout life. As part of this, we are continually developing our curriculum offer, including increased access to outdoor learning opportunities and specialist music tuition.

We are extremely fortunate here at Morpeth All Saints to have a hard-working, dedicated, and caring team of staff. They are proud of our school and its achievements, and actively seek to maintain and improve standards in all areas of school life. They work to bring out the God given gifts of each child, to exemplify and promote good values, and to prepare children for the fast changing world in which we all live.

**Mrs Danielle Brett,**  
**Headteacher**

# Job Advert

**Morpeth All Saints Church of England  
First School, 3-9 years First School,  
Part of the Cheviot Learning Trust.  
Headteacher: Mrs Danielle Brett**

**Job title:** Lunchtime Supervisor/Cleaner

**Responsible to:** Headteacher

**Pay scale:** Band 2, £24,027 FTE, £8,451.20 pro rata

**Terms:** Permanent, 15 hours per week, term-time only

**Start Date:** 15th October 2025

We are looking for a caring, reliable and enthusiastic Lunchtime Supervisor/Cleaner to join our friendly team at Morpeth All Saints CofE First School. The successful candidate will help ensure that our pupils have a safe, happy, and enjoyable lunchtime experience.

We are looking to appoint someone:

- to set up and clear away the dining hall
- to supervise pupils in the dining hall, playground, and/or classroom during lunchtimes.
- to encourage good manners and positive behaviour in line with the school's behaviour policy.
- who can assist younger children with food where necessary (e.g. cutting up food, opening containers).
- to ensure the safety and welfare of all pupils during the lunch period.
- who can report any incidents, accidents, or concerns to senior staff.
- to assist with basic cleaning duties (e.g. wiping tables, sweeping up spills).
- to provide cleaning support within school.

In return, we can offer you:

- A caring, nurturing, supportive, dedicated and hardworking team of individuals with a common vision and set of goals.
- Delightful children who are eager to learn and exceptionally well-behaved.
- A strong school and Trust which is outward looking and forward thinking.
- A strong commitment to your continuing professional and leadership development.

**Closing date:** Monday 6th October 2025 at noon

**Interviews:** w/c 6th October 2025 (TBC)

Completed applications should be returned via email directly to [s.mungall@sfs.cheviotlt.co.uk](mailto:s.mungall@sfs.cheviotlt.co.uk) by 12 noon on 6th October 2025.

01670 512803

[info@mafs.cheviotlt.co.uk](mailto:info@mafs.cheviotlt.co.uk)

[www.mafs.cheviotlt.co.uk](http://www.mafs.cheviotlt.co.uk)



## Job Advert Continued

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities, and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

**Completing an Application Form:** Application forms can be downloaded from the school [website](#).

**If you have a Gmail account:**

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in Google

**If you don't have a Gmail account:**

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

**If you require assistance or have any questions, please reach out using the contact details provided below:**

01670 512803

[info@mafs.cheviotlt.co.uk](mailto:info@mafs.cheviotlt.co.uk)

[www.mafs.cheviotlt.co.uk](http://www.mafs.cheviotlt.co.uk)

Address: Pinewood Drive, Lancaster Park,  
Morpeth, Northumberland, NE61 3RD



# Job Description

## **Job Purpose:**

To ensure the safety, welfare and good conduct of pupils during the midday break period.

carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.

## **Duties and key result areas:**

Individually or as part of a team, includes but is not restricted to:

- Setting up and clearing away the dining hall on a daily basis.
- Supervise pupils in the dining hall, playground and school premises.
- Ensure the maintenance of good order and discipline.
- Deal with accidents and incidents in accordance with school procedures.
- Clean up spillages as necessary.
- Provide cleaning support within school.
- Other duties appropriate to the nature, level and grade of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

| SPECIFICATION                                 | ESSENTIAL   | DESIRABLE  | ASSESSMENT |
|---|---|--|------------|
| <b>Qualifications</b>                         | No particular qualifications or knowledge are required.   |  |            |
| <b>Experience</b>                             | No specific experience in the workplace is necessary  | Some experience in a similar environment.        | a          |
| <b>Skills, Knowledge and Understanding</b>    | Ability to follow straightforward oral and written instructions and to keep basic work records.<br><br>Physical skills related to the work. |  | i          |
| <b>Physical, mental and emotional demands</b> | Ability to work outdoors all year round.  |  | i          |
| <b>Motivation</b>                             | A commitment to providing a quality service to customers.   | A willingness to undertake job-related training. | i          |

Key assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.



**Contact us**

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