

Stobhillgate First School Lunchtime Supervisor

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 Stobhillgate First School

Stobhillgate First School is situated in the beautiful, historic market town of Morpeth. We are a small school with a big heart and are passionate about creating innovative learning experiences for all. The schools defining principles of Excellence, Inspiration, Collaboration and Empathy are at the heart of everything we do. At Stobhillgate First School, we are passionate about developing the whole child and nurturing a love for learning.

A parent recently explained that: 'As a parent at Stobhillgate, I love how much my child enjoys coming to school every single day. She skips to school and can't wait to be here. It's a Supportive nurturing environment, where children are happy to learn'.

The children that attend Stobhillgate come from a wide range of economically diverse backgrounds. Our challenge is to ensure we provide equality of opportunity for all children by ensuring children from low starting points are provided with the best possible support and interventions to enable them to succeed whilst also providing an aspirational challenge for pupils who come to school more socially and academically ready.

Early Years has also undergone significant changes over the last few years, including:

- The redevelopment of our learning environment, both inside and outside
- The creation of an EYFS Unit
- The development of our EYFS Curriculum, including the use of core books to inspire our wider curriculum, the introduction of helicopter stories and the launch of 'Forest School Fridays'.

Stobhillgate First School was Ofsted inspected in December 2024. The results were very positive, and showed the commitment into making Stobhillgate First School a success for all students.

- Children get the best possible start to their education in the wonderful early years setting. The provision of the early years is outstanding.
- In classes, there is a buzz of excitement as teachers prepare engaging, motivating lessons.
- Pupils work hard, they persevere when faced with challenges and embrace the high expectations staff have of them.
- The school teaches pupils to be empathetic and thoughtful. Pupils demonstrate exceptional behaviours and attitudes to learning.
- Behaviour around the school is exemplary.

The school joined the Cheviot Learning Trust in April 2020 enabling us to work in collaboration with Trust partners to further improve teaching and learning, school systems and governance. This provides an exciting opportunity for the successful candidate to work in collaboration and partnership with a broader range of practitioners.



Job Advert

Stobhillgate First School

Part of the Cheviot Learning Trust.

Headteacher: Miss Lucy Howells

Job title: Lunchtime Supervisor

Responsible to: Headteacher

Pay scale: Band 2 Point 3, £24,027 FTE £4507.30 pro rata

Terms: Fixed term for one year, 8 hours per week, term-time only.

Start date: 3rd November 2025

We are looking for two caring, reliable and enthusiastic Lunchtime Supervisors to join our friendly team at Stobhillgate First School. One position is for 5 hours, and the other is for 8 hours, which includes setting up and clearing away the dining hall. The successful candidates will help ensure that our pupils have a safe, happy, and enjoyable lunchtime experience.

We are looking to appoint someone who:

- 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 support and extend children's play, helping to create an inclusive and enjoyable lunchtime experience.

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.
- A challenging and exciting professional opportunity in a highly successful school.

Closing date: Friday 26th September 2025 at noon

Interviews: W/C 29th September 2025

Completed applications should be returned via email directly to s.mungall@sfs.cheviotlt.co.uk by 12 noon on 26th September 2025.

www.sfs.cheviotlt.co.uk

info@sfs.cheviotlt.co.uk

Stobhillgate First School, Morpeth NE61 2HA

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 the 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 513382

www.sfs.cheviotlt.co.uk

info@sfs.cheviotlt.co.uk

Address: Stobhillgate First School, Morpeth NE61 2HA



Job Description

Job Purpose:

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

Duties and key responsibilities:

- Liaise with the Headteacher and other school-based employees on job-related issues
- Supervise pupils in the dining hall, playground areas 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
- Set up and clear away dining tables, ensuring they are clean and fit for use
- To support and extend children's play, helping to create an inclusive and enjoyable lunchtime experience.
- Other duties appropriate to the nature, level and grade of the post.

The duties and responsibilities highlighted in the Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post, and the grade has been established on this basis.



Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	No particular qualifications are required Some knowledge of the range of tasks		(a) (r)
Experience	Some experience in a similar environment		(a) (i) (r)
Skills and competencies	Ability to follow straightforward oral and written instructions and to keep basic work records Physical skills related to the work Ability to organise self and others		(a) (i)
Physical, mental and emotional demands	Ability to work outdoors all year round		(a) (i) (r)
Motivation	A commitment to providing a quality service to customers	A willingness to undertake job-related training.	

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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