The Heath Academy

Growing Excellent Learners

Inspire, Transform, Together





RECRUITMENT PACK

Lunchtime Supervisor
Sixpenny Handley First School and Nursery






Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: https://www.sixpennyhandleyschool.co.uk

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: https://heathacademytrust.wordpress.com

General Information

Equal Opportunities

The Heath Academy Trust and Sixpenny Handley First School and Nursery are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and Sixpenny Handley First School and Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on 01725 552356 to arrange your visit or to discuss the post further.

Sixpenny Handley First School and Nursery

“If We Believe We Can Achieve”

Sixpenny Handley First School and Nursery is a small, friendly village school for children from 2 to 9 years, nestled in the beautiful surroundings of Cranborne Chase. As a Rights Respecting and Jigsaw Flagship school, we look to develop our children into young people who are prepared for each part of their learning journey and beyond.

From 2 years old, children are part of our community and encouraged to explore and take the lead with their learning; understanding and respecting their environment and supported to step out of their comfort zone when presented with new and exciting challenges. Throughout the school, we nurture self-respect, friendship, endeavour and kindness linked to our British values and where possible develop the children's understanding of what it means to be part of rural Dorset, the UK and the wider world.

The staff and children promote these values through our school vision:

If We Believe We Can Achieve



Job Advert

Job Title:	**Lunchtime Supervisor**
School Name:	Sixpenny Handley First School and Nursery
Location:	Common Road, Sixpenny Handley, Salisbury, SP5 5NJ
Hours:	**12.5 hours per week – term-time only** 11.30am to 2.00pm – Monday to Friday inclusive
Salary Range:	Dorset Grade 3, SP3 to SP4 £25,614 to £26,016 FTE (£13.28 to £13.48 per hour) Fixed Term until 31-Aug-27 (with the possibility to extend)
Pension:	Local Government Pension Scheme
Contact:	Laura Stone – Head of School E: office@sixpennyhandley.dorset.sch.uk T: 01725 552356
Closing Date:	**Friday 13 November 2026**
Interview Date:	Thursday 19 November 2026
Start Date:	As soon as possible

The Heath Academy Trust and **Sixpenny Handley First School and Nursery** are excited to be looking to appoint an energetic, enthusiastic **Lunchtime Supervisor,** to assist in the day to day running of the school's lunchtime provision. The successful applicant will ideally have a relevant food hygiene qualification however, we will consider all applicants with appropriate skills, passion and commitment for this role.

The main responsibilities for the post holder will include:

- To assist in the preparation, cooking and serving of school meals
- To maintain all areas of the kitchen and pieces of equipment, to necessary standards of kitchen hygiene
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy

This role is on a term-time only basis for 12.5 hours per week. This is a fixed term contract until 31 August 2027; possibly with the option to extend. The successful applicant should want to play a full part in the life of the school as part of a friendly and dedicated team, who are committed to high standards.

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: **www.sixpennyhandleyschool.co.uk.** Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01725 552356** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought for all candidates who accept the invitation to interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Job Description

Job Title:	**Lunchtime Supervisor**
Location:	Sixpenny Handley First School and Nursery
Reporting To:	Head of School
Hours:	**12.5 hours per week – term-time only** 11.30am to 2.00pm – Monday to Friday inclusive
Contract Type:	Fixed Term until 31-Aug-27 (with the possibility to extend)
Salary Range:	Dorset Grade 3, SP3 to SP4 £25,614 to £26,016 FTE (£13.28 to £13.48 per hour)

Main Purpose of Job:

To ensure the safety, general welfare and conduct of pupils during the midday break period, including serving meals and basic cleaning and general duties in and around the dining areas. The post holder will promote the safety, welfare and good behaviour of the children; ensuring a safe, happy environment for all.

Main Duties & Responsibilities

- To assist in all aspects of serving meals which have been prepared and cooked by the school's meals provider
- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements
- To clear and clean and maintain good order in dining areas
- To carry out washing up, cleaning of equipment and kitchen area, as directed
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate
- To assist in the setting up and removal of furniture where necessary
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid (where a current first aid qualification is held) and summoning relevant assistance
- To report any unauthorised visitors on school premises
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break and to participate in review meetings, as required
- To support the development of a warm and friendly environment where children feel welcome, safe and nurtured

Support the School

- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy
- To attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement
- To supervise pupils using cloakrooms and toilet facilities and supervise pupils in playgrounds
- To adhere to and execute school policy and procedure where appropriate

Additional Duties

- The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the well-being of its children and staff

Person Specification

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Criteria	Essential	Desirable	How Identified
Education/Qualifications			
NVQ 2 qualification	✓		Application form
NVQ 3 qualification		✓	
First Aid qualification		✓	
Food Hygiene certificate		✓	
5 GCSEs including English and Mathematics to grade C or above (or equivalent)		✓	
Willingness to undertake further training	✓		
Experience			
Experience of working in a child care or school setting	✓		Application form & references
Experience of food handling/food preparation		✓	
Understanding of relevant policies/codes of practice and awareness of relevant legislation		✓	
Attributes			
Enthusiastic, Committed, Patient, Empathetic, Organised, Resourceful, Friendly	✓		Interview
Inclusion			
Commitment to inclusion for all students	✓		Application form & interview
Teamwork			
Willingness and ability to work as part of a strong school team	✓		Interview
Flexible and adaptable to working throughout school and offering cover if/where it's needed		✓	
Experience of working across nursery and primary school age range		✓	
Safeguarding			
DBS enhanced clearance	✓		Application form & references
Safeguarding training and an understanding of safer working practices		✓	
Communication			
Good verbal communication with parents/carers and other professionals	✓		Application form & interview
Curriculum and Learning			
Understanding of the EYFS curriculum and assessment		✓	Interview
Understanding of the primary National Curriculum		✓	

Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School
St James' CE First Schools and Nursery, Alderholt
St Mary's CE First School and Nursery, West Moors
Oakhurst Community First and Nursery School, West Moors
Sixpenny Handley First School and Nursery
Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together



To find out more about the Trust, please visit our website: https://heathacademytrust.wordpress.com