

Penketh High School

POST TITLE – Midday Supervisors x 4 Required September 2025

Salary Details – Grade 3 point 4-5 £5,527 - £5,742 (actual salary)

Hours of work –Part Time 10 hours per week, Term Time Only

We are seeking to appoint Midday Supervisors on a permanent basis. The successful candidates are to supervise and assist pupils during lunchtime to ensure their safety and welfare and that pupils behave in an appropriate manner. To be successful in this role we are looking for someone with effective communication skills, ability to work as part of a team and a positive and enthusiastic attitude.

Penketh High School is an oversubscribed community facing school that is determined to support the academic and holistic development of pupils in order that they leave the school with a strong skillset and positive life chances.

The school is focused on providing the very best provision for pupils by supporting the professional development of staff, offering a comprehensive and focused CPD programme and encouraging staff to engage with external, nationally recognised professional qualifications. This provision of professional development includes a comprehensive programme to support teachers new to the profession.

Penketh High School is a proud member of The Challenge Academy Trust (TCAT), sharing its mission to ‘serve, challenge and empower the educational community.’

At The Challenge Academy Trust, we are building a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from ‘hire to retire’. We are committed to providing a workload that is fair and reasonable, work environment where employee health and wellbeing are actively supported and promoted and structured personal and professional development.



Continuing Professional Development
Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)
TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Hub Support Model
Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Maternity, Paternity, Adoption and Shared Parental leave
Enhanced maternity and adoption pay for eligible employees.



Cycle to Work Scheme
Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Smart Tech
A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Pension
A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Workload Strategy
We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.




Car Benefit Scheme
A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Enhanced annual leave for support staff
8 bank holidays plus up to 31 days annual leave.



Entitlement to occupational sick pay
Up to six months full pay and six months half pay in the event of being unable to work.



Join The Challenge Academy Trust and be part of a supportive community that values deep connections with students, parents, and staff. Thrive in a role where teamwork, professional growth, and job satisfaction are paramount, and enjoy the flexibility and diversity of our engaging activities. Join us to make a lasting impact on the lives of students.

The Challenge Academy Trust is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.

All details and an application form can be found at www.penkethhigh.org For any further details please contact HR on 01925 722298 or email hr@penkethhigh.org

Closing Date: Monday 30th June 2025 (noon)

Job Title: Midday Supervisor

Responsible to: Catering /School Operations Manager

Key Role: Midday Supervisors are responsible for helping with the care and supervision of pupils in the school during lunch period. The work will predominantly be carried out in the canteen area and will be based on the needs of the school.

Main Responsibilities:

- Supervise pupils throughout the lunch break.
- Supervise in the dining area throughout the lunch period promoting good behaviour and a calm atmosphere.
- Ensure pupils clear their tables of dirty dishes and dispose of their litter in the bins provided.
- Wipe clean dining tables and clean up any spillages hazardous to pupils and staff.
- Sweep the floors as required throughout the lunch period.
- Supervising pupils' entry into the canteen.
- Supervising pupil's toilet access near to the canteen.
- To carry out the duties of the role, in accordance with the school's Health & Safety Policy and relevant Health & Safety Guidance and Legislation.
- Deal with any unacceptable behaviour in line with school policy
- Report any concerns or issues regarding pupils to line manager or senior staff on duty
- To promote the safeguarding of children
- The postholder will undertake such duties as maybe determined by the Principal from time to time on a level consistent with the main duties of the role

PERSON SPECIFICATION - ROLE: Midday Supervisor

	Attributes	Essential	Desirable	How Assessed
Qualifications	Educated to GCSE/ O level Standard		/	A/R
Experience	Experience of supervising children		/	A/R/I
	Evidence of working as an effective team member	/		A/R/I
	To have written and interpersonal communication	/		A/R/I
	The ability to prioritise work and work as part of a team	/		A/I
Skills	The ability to establish good working relationships with staff, pupils and outside agencies	/		A/R/I
	The ability to think and act flexibly	/		A/R/I
Personal Qualities	A genuine interest in young people and a commitment to achievement for all	/		A/I
	To be able to work calmly and efficiently under pressure	/		A/R/I
	Well-motivated, enthusiastic with a can-do attitude	/		A/R/I
	Honesty and Integrity	/		A/R/I
	To anticipate and act upon visitors needs and requirements	/		I
	A very good record of attendance and punctuality	/		R
Safeguarding	Committed to promoting the welfare of all children and creating a safe environment	/		I
	Play an important part in the safeguarding of children	/		I
KEY: A =Application; R = Reference; I = Interview				