



Job Application Pack

Cherry Tree Hill Primary School

Relief Midday Supervisor
Contract Type: Relief Contract
Salary: Grade A, Point 3

Closing Date: Friday 27th February 2026 (9am)
Interview Date: Thursday 5th March 2026

Cherry Tree Hill Primary School

Be Safe



Be caring



Be a learner



Welcome letter from Paul Appleton, Head Teacher of Cherry Tree Hill Primary

Dear Candidate,

Thank you for showing an interest in the role of Relief Midday Supervisor at our school. An exciting opportunity has arisen for a strong candidate to make a difference to our pupils at Cherry Tree Hill in Derby. We are looking for a candidate who will strengthen the team, who has good communication skills and will have our children's best interests at heart.

Our school is a large primary, set in spacious grounds two miles from Derby City Centre. Visitors to our school comment positively on our facilities and the stimulating environment. They describe our atmosphere as respectful and nurturing, and you know what? It is!

Being the Headteacher of Cherry Tree Hill Primary School continues to give me great pleasure. I am fully committed to the community of Cherry Tree Hill Primary School and strive to ensure that the school serves our local children and their families well. I am proud to welcome you to our school and I look forward to welcoming you to our community.

Our school is part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Here at Odyssey, we share one vision; 'Our Children Thrive - Our Colleagues Thrive - Our community Thrives.'

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards,



Mr Paul Appleton
Headteacher
Cherry Tree Hill Primary School

Cherry Tree Hill Primary School

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About the school

At Cherry Tree Hill, we endeavour to create a happy, secure, relaxed atmosphere whilst, at the same time, insist on high standards of both work and behaviour. Together we strive for the fulfilment of every child's potential. Children are encouraged to be independent and self-reliant. They are taught to have respect for property, themselves and each other.

Parents are seen as important partners in their child's learning, and are actively encouraged to get involved in the life of the school. Parents are always made welcome in school, and staff endeavour to find time to listen to their concerns.

We develop positive learning relationships with our children and recognise the importance of this. We are proud of our children, staff and school.



Job Description – Relief Midday Supervisor

Application Details

We are looking for an enthusiastic Relief Midday Supervisor to join our team here at Cherry Tree Hill Primary School. We need ambitious and driven candidates with a passion for helping children learn effectively. Everyone who visits our school comments on the calm atmosphere, the enthusiasm our children have for learning and the great sense of team amongst staff and children alike.

At Cherry Tree Hill we value every individual and put our children at the heart of everything we do. If you think this sounds like you then come and visit us to see for yourself. Visits are positively encouraged. Please phone or email to arrange a mutually convenient appointment. Find out if we're right for you! Contact Holly Hassall on 01332 673520 or email h.hassall@cherrytreehill.odysseyct.org.uk

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Cherry Tree Hill Primary School which clearly demonstrates your suitability for this role. Applications can be submitted via email to h.hassall@cherrytreehill.odysseyct.org.uk, or by post, for the attention of Holly Hassall, to the following address: Cherry Tree Hill Primary School, Lime Grove, Chaddesden, Derby, DE21 6WL.

Wherever possible, please provide work email addresses for your referees.

Closing Date

Please ensure your application form arrives by Friday 27th February 2026 (9am)

Interviews for the role will be held Thursday 5th March 2026

Our privacy notice can be found at <https://www.odysseyct.org.uk/gdpr/>

Cherry Tree Hill 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 are committed to equality of opportunity in employment and services

Cherry Tree Hill is part of the Odyssey Collaborative Trust

All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

JOB PURPOSE

- To work as part of a team monitoring pupil behaviour during lunch break.

ACCOUNTABILITIES

- To supervise the behaviour of allocated pupil groups in allocated areas during the lunch break.
- To know boundaries of own responsibility and when to refer to more senior staff. Accountable to the Deputy Head Teacher.

KNOWLEDGE

- Supervise allocated activities and groups of pupils to maintain their health, safety, welfare, good conduct and safeguarding having regard to any special/additional needs.
- Report incidents to more senior staff in line with school policy.
- Assist in the supervision of activities during the lunch break, including setting out and storing equipment.
- Encourage pupils to select and eat healthy, balanced meals.
- Clean up spillages of food or liquid during meals service.
- Wipe down tables and clean dining areas between groups of pupils dining.
- Undertake similar work at other times if required.
- Operate the school's policies (e.g. Behaviour management, First Aid, Accident Reporting) and procedures regarding visitors, intruders, requesting to take pupils off site.
- Ask for guidance/advice if unsure how to proceed.

ADDITIONAL SKILLS AND DEMANDS

- Follow tried and tested procedures.
- Identify straightforward solutions to simple problems.
- Ask for advice and guidance if unsure how to proceed.
- Communicate with pupils and staff during lunch break orally and clearly and form appropriate relationships.
- Give practical and safety advice to pupils and ensure compliance.
- Ensure respect from pupils by your appropriate behaviour.
- Requires normal physical skills.
- Implement all tried and tested routines/policies as instructed.
- Use tact and diplomacy to advise, guide, persuade or instruct pupils.
- Ask for advice if unsure how to proceed.
- Likely to be standing or walking for most of each session.
- May be periods of greater effort in cleaning or carrying at pace.
- Able to work quickly when necessary.
- Able to work indoors or outdoors in all seasons.
- Follow all tried and tested procedures as instructed.
- Be alert to respond to hazards and challenging situations.
- Many days will run smoothly and pass without serious incidents.
- Minor interruptions are a normal feature of this post.
- Occasionally exposed to emotionally demanding situations with challenging pupil behaviours or resolving conflicts.
- Need to know how to defuse situations and lower the temperature.
- Refer to senior management for advice on school's Behaviour Policy and when to refer situations on for senior staff to resolve.

RESPONSIBILITIES

- Responsible for health and safety and welfare of allocated pupils during lunchtime within guidance of senior supervisor.
- No formal supervision of staff within this post
- Responsible for safe use of any equipment used by allocated pupils either indoor or outdoor as defined by senior midday supervisor.

WORKING CONDITIONS

- Work is normally indoors and outdoors in all seasons.
- Knowledge and use of procedures for dealing with spillages and accidents.
- Work environment can be noisy at times, especially in the dining hall.

PERFORMANCE MEASURES

- To co-operate with school's normal performance management/appraisal of own job role.

SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role in our school
- To be fully aware and compliant to 'Keeping Children Safe in Education' and the school's 'Safeguarding and Child Protection' policy
- To ensure that the Head Teacher or Designated Safeguarding Lead is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

As this job is designated as a 'regulated activity' an enhanced DBS with Barred list check is essential.

Person Specification

Post Title: Relief Midday Supervisor

Salary: Grade A, Point 3

Person Specification Relief Midday Supervisor	Essential	Desirable
Qualifications & Experience		
First Aid Certificate		X
Working with Children	X	
Working with children in a school environment		X
GSCE Mathematics and English (or equivalent)		X
Knowledge and Understanding		
Knowledge of Safeguarding Policies and Procedures	X	
Knowledge of Health and Safety Policies and Procedures	X	
Understanding of Confidentiality	X	
Understanding of Equal Opportunities	X	
Understanding of School Policies		X
Skills and Abilities		
Communication with children of all ages	X	
A willingness to engage in continuous professional development	X	
Safeguarding		
A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	X	
Be willing to familiarize yourself with school policies and procedures in relation to safeguarding and/or child protection	X	
Personal qualities		
Enthusiastic	X	
Positive	X	
Hardworking	X	
Flexible	X	
Decisive	X	
Sensitive	X	
Able to use their own initiative	X	