



Enquire Learning Trust Application Pack

Lunchtime Supervisor

Reference Number: ELTJUL2620

Laceby Acres Academy
Swiftsure Crescent
Grimsby
DN345QN



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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.

- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

The Enquire Learning Trust is committed to promoting sustainability and environmental responsibility across all academies, in line with the DfE (Department for Education) Sustainability and Climate Change Strategy. We care deeply about creating school environments that positively contribute to the communities we serve. Our approach includes driving progress towards net zero carbon emissions, protecting biodiversity, and equipping our children with the knowledge and skills to build a sustainable future.



Vision Statement

Reach for the Stars with High Expectations, High Ambition and High Regard

At Laceby Acres Academy, we believe every child can reach for the stars. Through high expectations, high ambition and high regard, we inspire our children to believe in themselves, strive for excellence and achieve their full potential.

We are committed to creating a nurturing and inclusive environment where all children become successful learners, no matter what. We equip our pupils with the knowledge, skills, confidence, and character needed to thrive in an ever-changing world and make a positive contribution to society.

We value the power of collaboration and know that together, anything is possible. By working in partnership with our children, families, staff, and wider community, we foster a culture of respect, aspiration and belonging.

Our vision is to develop articulate, resilient, and compassionate young people who leave Laceby Acres Academy prepared for the next stage of their journey and empowered to make a difference in their communities and beyond. We strive to ensure that every child becomes a successful learner, a confident communicator and a valued member of society who is equipped with the tools to flourish and contribute positively to the world around them.

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Job Title (Lunchtime Supervisor)

Reference Number ELTAPR2620

Working Hours: 10

Working Weeks: 38

Salary Scale Range: NJC SCP 3 - 4

Contract Type: Permanent

Start Date: ASAP

Location (school name and address):

Laceby Acres Academy, Swiftsure Crescent, Grimsby, DN345QN

About us

Our aim is that our school is a happy, friendly, safe place where children and staff feel welcome and valued; a place where all members of the school community care about each other and are kind to each other; a place where behaviour is excellent and where everybody takes pride in whatever they do.

About the role

We are seeking to appoint a Lunchtime Supervisor to join our lunchtime team.

The duties will include:

- setting up the dining hall for lunchtime
- supervision of the children in the dining room and playgrounds
- tidying away dining furniture and cleaning the dining hall
- ensuring the safety of the children
- following safeguarding and health and safety procedures for the academy

What we are looking for

Previous experience is desirable but is not essential, as full training and support will be provided to the right candidate.

What we can offer

Membership of East Riding Pension Fund.

Opportunities for development and progression

Employee Assistance Programme provided by Health Assured

Cycle to Work Scheme

Lifestyle savings

Working arrangements

Monday to Friday, 11.30am – 1.30pm, term time

For more information, please contact – Mrs Gale-Woods

Details of visits to school are welcome please contact the school office on 01472 320601 to arrange.

How to apply

You can apply for this position by visiting The Enquire Learning Trust

Closing date and time: Wednesday 23rd September 2026 at noon

Interview Date: Monday 28th September 2026

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**

JOB DESCRIPTION

Job Title: Lunchtime Supervisor

Reports to: Executive Principal

Pay: NJC SCP 3 - 4

Job Summary: The Lunchtime Supervisor is responsible for ensuring the safety, welfare, and good conduct of pupils during the lunchtime period. This role involves supervising students in the dining hall, playground, and other areas of the school to promote a positive and safe environment

Key Responsibilities:

- Supervise all pupils in the dining hall, playground, and other designated areas during lunchtime.
- Ensure that pupils follow school rules and maintain good behaviour.
- Assist pupils with their meals, including helping younger children with opening containers and cutting food.
- Promote healthy eating habits and encourage good table manners.
- Monitor the playground to ensure safe play and intervene in any conflicts or accidents.
- Organize and supervise indoor activities during inclement weather.
- Communicate effectively with other staff members to ensure a coordinated approach to pupil supervision.
- Report any concerns or incidents to the Headteacher or Senior Leadership Team.
- Perform other related duties as assigned.

Qualifications and experience:

- Previous experience working with children in a supervisory role preferred.
- Strong communication and interpersonal skills.
- Ability to manage and resolve conflicts effectively.
- Basic first aid training or willingness to undertake training.
- Patience, empathy, and a positive attitude.
- Ability to work independently and as part of a team.

Working Conditions:

- The role requires standing, walking, and being outdoors for extended periods, in all weathers.
- Work hours are typically during the midday period, Monday to Friday, during school term times.

Person Specification – Lunchtime Supervisor

	Essential	Desirable
Experience	• Experience of cleaning • Experience of supporting children in a variety of activities.	• Experience of working in a school setting • Experience of managing children's behaviour • Experience of working with children with additional needs
Knowledge and understanding	• Understand the importance of confidentiality • Ability to follow systems • Ability to follow the school code of conduct. • Display commitment to the protection and safeguarding of children. • To work in line with all Academy Policies as appropriate.	• Knowledge of the importance of play • Knowledge of schools and issues relating to health and safety regulations • Knowledge of different approaches of working with children with additional needs
Skills	• High standards of hygiene, both operational and personal. • Work safely and follow safeguarding policies and practices • Ability to work safely and follow health and safety legislation and guidelines • Ability to manage and resolve conflicts fairly and effectively • Work constructively as part of a team but have the ability to work on own initiative • Communicate effectively within a team • Ability to work in an organised and methodical manner. • Ability to take personal responsibility for standards of work.	• Basic first aid skills • Additional training or qualifications in positive and constructive activities • Understanding of safeguarding and child protection practices • Ability to engage children in play and activities
Personal characteristics	• Patience, empathy and have a positive attitude • Be caring	• Be flexible and adapt to changing situations • Be willing to take on new tasks

	• Friendly and approachable • Remain calm under pressure • Commitment to promoting a safe and inclusive environment for all pupils • Enthusiasm for working with children • Punctual and reliable • Good communication skills. • Ability to relate well to children and adults. • Able to act on instruction. • Be willing to undertake further training as necessary • Have good standards of personal hygiene	• Be able to use initiative
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Contact Details:

**Laceby Acres Academy
Swiftsure Crescent
Grimsby
North East Lincolnshire
DN345QN**

Executive Principal: Caroline Patterson

**Telephone: 01472 320601
Email: office@lacebyacres.org**

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations