



Assist children with their table manners and use of cutlery.

Supporting and engaging in activities with SEND pupils as appropriate and directed.

Setting up and clearing away dining room equipment such as chairs and tables.

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### **The Role at a Glance:**

<b>Position</b>	<b>Lunchtime Supervisor</b>
<b>Location</b>	<b>Birches First School</b>
<b>Hourly rate:</b>	<b>£13.05</b>
<b>Hours</b>	<b>6.25</b>
<b>Contract</b>	<b>Fixed term 1 year contract initially</b>
<b>Start Date</b>	<b>ASAP</b>

### **Why Work at Birches First School?**

- Supportive team environment – Join a dedicated team committed to excellence
- Professional development – Access to training and career progression opportunities within Codsall Multi Academy Trust
- Term-time only contract – Excellent work-life balance with school holidays
- Pension scheme – Access to the Local Government Pension Scheme
- Making a difference – Be part of a school community that values every child and staff member

### **What We're Looking for Knowledge/Skills**

- Ability to work constructively as part of a team.
- Ability to relate well to children and to adults.
- Basic knowledge of the how to meet the special need of a specific pupil or groups of pupils.
- Good organising and prioritising skills.

### **Behavioural Attributes**

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to

providing an effective service.

- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
  - Is committed to the provision and improvement of quality service provision
  - Is adaptable to change/embraces and welcomes change.
  - Acts with pace and urgency being energetic, enthusiastic and decisive.
  - Communicates effectively.
  - Has the ability to learn from experiences and challenges.
  - Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.
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## How to Apply

We'd love to hear from you if you're enthusiastic about education and want to join our team.

Application Process:

1. Complete our application form and recruitment monitoring form.
2. Email your completed forms to: [hr@cmat.academy](mailto:hr@cmat.academy)
3. For informal discussions or to arrange a school visit, please call: 01902 297910

Visit the school website <https://www.birches.staffs.sch.uk/>

We strongly encourage school visits – come and see our School in action and meet the team!

Key Dates:

- Closing date: 13.04.2026 @ 9AM
- Interviews: tbc
- Start date: asap

## Our Commitment to Safeguarding

Birches First School and Codsall Multi Academy Trust are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

This post is subject to:

- Enhanced DBS disclosure
- Satisfactory references
- Online social media checks
- Other pre-employment safeguarding checks in line with Keeping Children Safe in Education

We are an equal opportunities employer and welcome applications from all suitably qualified candidates.

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**Contact Us:**

**Birches First School**

**Part of Codsall Multi Academy Trust**

**Email: [hr@cmat.academy](mailto:hr@cmat.academy)**

**Phone: 01902 297910**

Unfortunately, if you have not been contacted by 14/04/2026 @5pm please assume that your application has been

unsuccessful.

*All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.*

*Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may 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 & Barring Service before your appointment is confirmed.*

*Codsall Multi Academy 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.*