



St Francis Xavier Catholic Primary

Job Application Pack

Midday Supervisor

Welcome from the Executive Headteacher

St Francis Xavier is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

St Francis Xavier Catholic Primary School is part of a partnership of Catholic Schools. In collaboration with Holy Family Catholic Primary and St Mary's Catholic Primary, we aim to create a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At St Francis Xavier, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be Executive Headteacher of this diverse and dynamic family of schools.

I look forward to receiving your application

Bernadette Nesbit
Executive Headteacher, NLE

“The behaviour and attitudes of pupils are exemplary... The quality of relationships, at all levels, is outstanding, with pastoral care for all maintained as a high priority within the Catholic life and mission of the school”

Section 48 inspection March 2023

“Parents are positive about the school and particularly value the school's caring family atmosphere. They appreciate how well adults care for their children and how their children develop confidence in all that they do.” Ofsted inspection

Our mission statement at St Francis Xavier Catholic Primary School is embedded by the statement of ethos:

'Achieving Excellence Together, with God's Love.'

**'At St Francis Xavier Catholic Primary School
we strive to live out the Gospel in the way Jesus teaches us to**

**We celebrate the diversity of our school community and
value each person as unique; made in God's image and likeness**

**We work together, through God's love,
to enable our pupils to achieve excellence in all aspects of their education'**

Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

The Vacancy

St Francis Xavier consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT).

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint an enthusiastic Midday Supervisor who will be keen to work alongside a team determined to create an excellent school.

Applications

For more information about St Francis Xavier Catholic Primary School, please visit www.xavier.doncaster.sch.uk.

To apply for the role please download the 'CES Support Staff Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to sarah.cashmore@francisxavier.co.uk clearly demonstrating your suitability for the role.

Closing Date: 12 noon, Wednesday 1st July 2026
Interview Date: Week Commencing 6th July 2026

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email sarah.cashmore@francisxavier.co.uk or telephone 01302 344678

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the school within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

Job Description

Post Title: Midday Supervisor5

Grade: Grade 3, Scale 02

Main Purpose:

- To supervise pupils during the lunchtime period

Responsible to: Head Teacher

Relationships with: Senior Leadership Team, Teachers, Teaching Assistants, support staff and pupils

Is this a regulated activity: Yes

General:

- Assist and supervise the clearing of plates
- Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health and security of the pupils within their care, and in accordance with the school's behaviour policy.
- Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with all incidents or disorder ensuring that any disruption is minimised.
- Attend to accidents in the playground following the school's procedures and guidelines on accidents and injuries.
- Attend any training courses as required
- Any other related duties, as directed by your Supervisor
- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Be flexible to meet the needs of the school Remain smart and professional at all times

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Make a positive contribution to the wider life and ethos of the school

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Supporting policies and new procedures are implemented effectively
- To be flexible to meet the needs of the school
- To remain smart and professional at all times and in accordance with the school's Dress Code

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of Post Holder:

Date:

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Essential	Desirable	MOA
Experience, Qualifications and Training			
Be willing to undergo appropriate training	✓		A
Experience working in a school environment		✓	A/I
Abilities, Experience and Knowledge			
Able to understand and comply with work instructions (written and verbal)	✓		A/I
Ability to supervise children and be aware of the wider environment around you	✓		A/I
Able to apply and understand Health and Safety procedures	✓		A
Personal Qualities			
Flexible	✓		I
Methodical	✓		I
practical	✓		I
Capable of moderate physical activity	✓		I
Able to work as part of a team	✓		I
Capable and willing to work on own initiative	✓		I

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate