



St Nicolas and St Mary CE Primary School

Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE

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Web: www.stnicolasmary.w-sussex.sch.uk



Headteacher Mr A Lincoln BA Hons

ADVERT – Midday Supervisor

St Nicolas and St Mary Church of England School is seeking to appoint a part-time, term-time only, Midday Supervisor to support the team.

Location: St Nicolas and St Mary C.E. Primary School, Shoreham-by-Sea
Required from: Immediate
Contract: Permanent, part-time, term time only
Days/Hours per week: 7.5 hrs per week (11.40am – 1.10pm, Monday – Friday)
Salary: Grade 2 Point 3 (£12.85 per hour)

The successful candidate(s) will:

- enjoy working with children
- be enthusiastic, motivated and able to use their initiative
- be supportive of the Christian ethos of the school

Purpose of the Role:

To work as part of a team and to supervise and take care of the children during the lunch time period in all areas inside and outside of the school, in accordance with the practices and procedures of the school.

Key tasks:

1. Supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher.
2. Provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
3. Deal with cases of unruly or unsocial behaviour by pupils where appropriate or report the incident immediately to the headteacher or his/her nominated representative.
4. Mop up and wipe spillage from the floor surfaces or meal tables and ensure that the dining area is left in a tidy condition.
5. Ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. Set up and put away the tables, benches and other equipment needed for eating in the lunch area.
7. Manage pupils' entrance and exit from the lunch area in an orderly manner.
8. Promote the school's policy around healthy eating to pupils.
9. Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.
6. Check that no pupil remains in outside areas when afternoon lessons are about to begin.
7. To do any other duties that reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the post holder.
8. Promote and safeguard the welfare of children.

Please refer to the Job/Person Specification in your supporting statement. Relevant qualifications or training an advantage but not essential.

The closing date for all applications is **12 noon, Monday 13th April 2026** (email office@stnm.org.uk or post).

Applications must be submitted on the official application form. Please return completed applications to office@stnm.org.uk or post to above address. **Please note that only applications on the DCAT form will be considered for shortlisting.**

Interviews are scheduled to take place on **Wednesday 15th April 2026**.

The application pack (and application form) can also be found at: [School jobs - West Sussex County Council](#)

Safeguarding: This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check (<http://www.gov.uk/disclosure-barring-service-check>).

This 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 school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

The successful applicant will need to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS) and references will be checked prior to interview. This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.