



We Co-operate  
We Pioneer  
We Belong



# Midday Supervisor APPLICATION PACK



Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



**Simon Ward**  
**Headteacher**

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

## Deadline

The deadline for the post is **Monday 5<sup>th</sup> May 2025** (to arrive no later than 12.00 midday).  
Interviews are expected to take place week commencing **Monday 12<sup>th</sup> May 2025**.

## Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

## Salary

The post will be paid on the **School Support pay scale, point 1 -3 currently £23,656 - £24,027 FTE. Actual salary is £5,524 - £5,611 per annum (Topped up to RLW)**

## Start Date

**As soon as possible.**

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Caroline Sullivan – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769835

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

# Role Description

<b>Job Title:</b>	Midday Supervisor
<b>Reports to:</b>	<b>Catering Manager</b>
<b>Staff Responsibility for:</b>	N/A
<b>Contract:</b>	Permanent – 10 hours per week – Term Time Only
<b>Salary:</b>	School Support pay scale, point 1 -3 currently £23,656 - £24,027 FTE. Actual salary is £5,524 - £5,611 per annum (Topped up to RLW)
<b>Start Date:</b>	ASAP

## Overall Purpose of the Post

The supervision of the students in the dining areas and elsewhere, including the grounds, as required by the Headteacher.

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures.
2. To contribute to the safety and wellbeing of colleagues.
3. To encourage the development of social skills among the students including eating properly, waiting in turn to be served etc.
4. To effectively communicate with students and staff.
5. To work with the catering team to prepare the dining room for the arrival of the students.
6. To help create an atmosphere so that lunchtime period is a pleasant experience for students and staff.
7. To supervise the side queues, ensuring fair queuing and respectful behaviour towards the catering team.
8. To supervise the dining room to ensure students are sitting down to eat, eating sensibly, behaving calmly, and clearing away their trays and rubbish.
9. To work with the catering team to clear the dining room at the end of each lunchtime.
10. To ensure all tables are cleaned at the end of the lunch sitting.
11. Clean, wipe, sweep and mop all areas of the dining room.
12. To ensure all litter/waste is managed correctly.
13. To be prepared to train as a first aider and report any accidents through the correct channels.
14. To supervise outside areas if asked to do so.
15. Maintain high personal standard of dress, behaviour, and hygiene and to set a positive example to students.
16. To undertake training, by agreement, outside working hours; if necessary.

## Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

# Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
1.	To possess first aid certificate or willingness to participate in relevant training and any other training that is essential for the role.	E	√	
2.	Basic food hygiene qualification or awareness of how important this is within the environment.	E	√	
<b>EXPERIENCE</b>				
3.	Working in a team environment but also experience of working alone and using own initiative.	E	√	√
4.	Experience of working in a busy environment, adhering to all health and safety practices.	E	√	√
5.	Able to always remain calm and patient.	E	√	√
6.	Capable of moderate physical activity including cleaning, mopping, sweeping, and ensuring areas are always tidy. Awareness of the importance of high standards.	E	√	√
7.	Experience of working with children, able to supervise and give instruction when needed.	E	√	√
8.	Experience of promoting a positive ethos and role model positive attributes.	E	√	√
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Ability to communicate effectively particularly when dealing with staff and students.	E	√	√
10.	Ability to build and maintain good rapport with students treating them consistently, with respect and consideration and demonstrate concern for their development as learners.	E	√	√
11.	Demonstrate and promote the positive value, attitudes, and behaviour you expect from the students.	E	√	√
12.	Ability to carry out manual handling duties.	E	√	√
13.	Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing.	E	√	√
14.	Understanding the importance of working within all health and safety protocols.	E	√	√
<b>PERSONAL CHARACTERISTICS</b>				
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
24.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



Kingsway Park  
HIGH SCHOOL



Kingsway Park High School  
Turf Hill Road  
Rochdale OL16 4XA

Tel: 01706 716761  
Email: [info@kingswaypark.org](mailto:info@kingswaypark.org)

[www.kingswaypark.org](http://www.kingswaypark.org)

Altus Education Partnership  
Suite F4, No.2 The Esplanade,  
Rochdale OL16 1AE

Tel: 01706 769999  
Email: [info@alltusep.com](mailto:info@alltusep.com)

[www.altusep.com](http://www.altusep.com)