

# WIRRAL GRAMMAR SCHOOL

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A Business and Enterprise School for Boys

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Application information for the post of:  
**Midday Supervisor**

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“Pupils enjoy a wealth of high-quality opportunities that reflect leaders’ aim ‘to develop each individual’s potential to the full’ Ofsted 2022

## WIRRAL GRAMMAR SCHOOL FOR BOYS

Cross Lane, Bebington, Wirral, CH63 3AQ  
Tel: 0151 644 0908  
EMAIL: [schooloffice@wirralgrammarboys.com](mailto:schooloffice@wirralgrammarboys.com)  
WEBSITE: [www.wirralgrammarboys.com](http://www.wirralgrammarboys.com)

**Headteacher: S P Ascroft BSc MA(Ed) NPQEL**



Dear Applicant

### Midday Supervisor

Thank you for your interest in the position of Midday Supervisor at Wirral Grammar School for Boys. We are looking for an enthusiastic, committed and organised individual who is a team player, enjoys working within a busy environment where no two days are the same and has a flexible approach to working arrangements.

The information contained in this pack will help you to not only understand the post which is being advertised, but also give you a sense of life at Wirral Grammar School for Boys.

Our students achieve excellent examination results. In 2023 at A level over 30% of all grades were A\*- A and 80% at A\*- C. In GCSEs, 94% of all grades were 9 - 4, with an estimated progress 8 score of 0.38. However, an education at WGSB is focused upon much more than that. We believe that by offering a variety of experiences and seeing participation rates in extra-curricular activities regularly top 90% in each year group, our students find a place where they feel that they belong. Happy, healthy students achieve great outcomes.

This is true for our staff too. We have put in a huge amount of effort over the past couple of years to remodel teaching and support staff structures and ways of working. Staff wellbeing is at the very centre of our INSET programme this year and we are constantly looking at ways to reduce unnecessary workload; we want WGSB to be an employer of choice.

If you are interested in this position, it is important that you share our school values and the vision of providing the best quality education for bright young people across the Wirral, regardless of their background.

Please note that the closing date for applications is Monday 15<sup>th</sup> July 2024 at Noon. Completed applications should be emailed with all accompanying documentation to Mrs Anna Groves at [recruitment@wirralgrammarboys.com](mailto:recruitment@wirralgrammarboys.com) (please refer to the application process at the end of this document).

I wish you well in your application.

Yours sincerely

**Mr S P Ascroft**  
**Headteacher**

## **Midday Supervisor**

**Salary: Grade 1, SCP 3**

**Salary: £22,737 FTE**

**Actual Salary - £7,341.40 Per Annum**

**Hours: 13.75 hours per week. 11am to 1.45pm Monday to Friday.**

**Contract type: Permanent – 38 weeks per year**

**Responsible to: School Business Manager**

**This is an excellent opportunity for a friendly and motivated person to assist in the smooth running of our School.**

### **Statement of Purpose**

To be part of a team that is responsible for supervising pupils and the school's premises during the morning and midday break to ensure that the breaks run effectively and that the safety and welfare of pupils is maintained.

**Core Purposes of this Role** (this list is not exhaustive and should reflect the ethos of the school)

- Supervise and ensure the safety and welfare of students during morning break and lunchtime
- Supervise the students in the dining hall, reinforcing acceptable behaviour

### **Specific Responsibilities of the post Include:**

- Supervise students in and out of the dining areas, ensuring that behaviour is of an acceptable standard
- Maintain discipline to ensure students line up in an orderly manner when waiting to access the canteen
- Report incidents in line with School policy
- Clean up spillages of food/liquid during meal service
- Wipe down tables and clean dining areas between meals and at the end of service.
- Provide support to the administration team and estates team where necessary.

### **Specific Responsibilities as a member of staff:**

- Be punctual for duty
- Committed to team work within the School
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the School and report matters which compromise this to the Operations Manager
- Undergo training as required

- Support the ethos of the School at all times and demonstrate high standards of personal and professional conduct whilst at work
- Ensure that all School policies are implemented as appropriate
- Attend all meetings as directed

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **Safeguarding Children**

- Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.

### **What we are able to offer**

- A high level of support with access to training where required.
- An in-house CPD programme that encourages professional development.
- Students who are highly motivated and want to achieve
- An ICT rich environment

## LIFE AT WGSB

WGSB is an oversubscribed boy's grammar school of more than 1000 students aged 11 to 18, including sixth form of over 260. We are one of 163 selective Grammar schools in England, operating as a stand-alone academy. Increasingly we are seeing external applicants join the sixth form which is further energising our student body.

We are very much a community-centred and inclusive school. The socio-economic mix of our school is quite varied and is not typical of other grammar schools. We believe that academically minded and talented students, regardless of their background or needs, should have equal opportunities to benefit from a grammar school education.

Our school motto of '*Sapientia Ianua Vitae*' or 'Wisdom is the Gateway to Life' still has great relevance and chimes with our wish that all students should enjoy discovering new learning, thrive in our positive environment and feel like they truly belong here at WGSB.

Our 'Values Statement' offers a greater insight into life at WGSB.

- **A culture of care and compassion that has at its centre the wellbeing of all within the community.**
- **A school that offers a breadth and variety of opportunities and experiences to all students.**
- **An environment where all students aspire to meet or better their personal best every day.**
- **A population of unity where commonalities are celebrated and difference is valued and nurtured.**

At WGSB our combination of core values, educational excellence and caring, committed staff provides an enriching environment in which to learn. We have offered a distinct education on the Cross Lane site since 1931 and will continue to do so.

A good school gets the fundamentals right by building high standards across all aspects of school life and embedding and sustaining these standards within the habits and routines of its daily life... but we don't want to just be good, we want to be great for our students and our community. In other words, our aim is in inspiring, challenging, and **supporting students**, to fulfil their potential, and to do good and right things as happy, creative, and motivated young people.

We constantly review the curriculum on offer to our students, and we work hard to ensure that teaching is of the highest quality and learning is both interesting and fulfilling. But this is only part of the education that is on offer. Our co-curricular programme offers genuine enrichment inside and beyond the classroom. You may have heard the adage 'Work hard, play hard'. That is what we expect – students who want to achieve but who also are prepared to commit to school beyond the classroom.

Sport (rugby, hockey, cricket, basketball, table tennis, athletics, table cricket) music (rock band, samba band, pop choir, multiple ensembles), theatre, art, textiles, D of E Award, chess, board games, creative writing, charity work... the list goes on. Thanks to the commitment of our incredible staff, what is on offer here at a state school is remarkable, providing that all-round education that we want our students to have access to.

Because, for us it is important that the students mature into confident young adults, equipped with the qualifications and skills that they will need to make their next, successful steps in life.

## **STAFF WELLBEING**

The wellbeing of staff is central to the approach taken by Governors and the Leadership Team at WGSB. We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours.

WGSB is a supportive institution with exceptional rates of staff retention. Very few staff move on each year, and these are largely due to opportunities for promotion or retirement.

Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff are fully consulted on the academic calendar
- Student Enrichment and Staff Wellbeing Lead in place
- Governors that meet regularly with staff to gather feedback, both monitoring and responding to staff needs.
- A flexible and generous approach to family appointments and child events (including Family Flexi Day and PPA at home initiatives)
- Staff cake baking and other similar events
- Complimentary fruit and pastries mornings
- Whole-year Wellbeing support programme
- Opportunities for professional development always considered
- Headteacher 'Open Door' policy

Further information about the school can be found on our school website:  
[www.wirralgrammarboys.com](http://www.wirralgrammarboys.com)

***We hope you can join us!***

### Application process

The closing date is Monday 15<sup>th</sup> July 2024 at noon. In your application you should include the following:

- The completed Wirral Grammar School application form
- The completed WGSB Recruitment Monitoring Form
- A letter of application (of no more than 2 sides of A4 using Calibri font, min 11 point) in which you address the following:
  - Why you'd like to be a Midday Supervisor at Wirral Grammar School for Boys
  - What your priorities would be if successful

Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.

Applications together with all supporting documentation (as indicated in the application process above) should be emailed to Mrs A Groves at [recruitment@wirralgrammarboys.com](mailto:recruitment@wirralgrammarboys.com)