



Bolingbroke
Academy

Community Supervisors

An exciting opportunity has arisen for Community Supervisors to join our growing Academy

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

The Role

We are seeking a number of responsible Community Supervisors. The ideal candidate will have excellent communication skills, an attention to detail, abide by necessary health & safety regulations, safeguarding duties and the ability to use their own initiative. Experience of working in a school environment would be advantageous but not required.

Reports to: Estates & Operations Director

Start date: Immediate start

Contract: Fixed-term one year, 11am - 4pm (4.5 hours per day with free lunch between 2:35pm-3:05pm), Monday to Friday, Term-time only (37 weeks a year)

Salary: £15 per hour

Closing Date: Wednesday, 1st October 2025

Key responsibilities:

- Oversee the supervision of children. This includes all break and lunchtime supervision throughout the academy and on Wandsworth Common.
- Oversee supervision of the children's entry and exit into the dining hall.
- Assist the children where necessary in clearing up any spillages
- Deal with minor cuts/grazes etc.
- To ensure good behaviour and health and safety of the children is always maintained, these guidelines must be followed.
- Supervise the playground regularly ensuring appropriate play is taking place.
- Interaction with the children.
- Supervise the Dining Hall to ensure a safe environment.
- Supervise Toilet areas.
- To supervise the children under the direction of the Principal and in the absence of the Premises Officer may be required to carry out light cleaning tasks as common-sense dictates.
- Ensuring a safe departure from the Academy and into the local community.
- Monitor and report incidents to the core team utilising CCTV where applicable.

Our ideal candidate will:

- Have strong attention to detail.
- Have the ability to follow regulations and processes.
- Have the ability to act on their own initiative.
- Have the ability to be firm but fair.
- Have a commitment to Ark's ethos of high expectations and delivery
- Have the ability to work in a way that promotes the safety and wellbeing of students and pupils.
- Ensure confidentiality at all times.
- Have a good attendance record.
- Be able to work as a team.
- Know and implement school policies including Safeguarding, Meal Supervisor and Behaviour Policy.
- Be able to take responsibility for a class during wet lunchtimes.
- Have high expectations of children's behaviour.
- Be accountable to the Estates & Operations Director / Vice Principal at all times.

Qualification Criteria

- Right to work in UK.
- Subject to Enhance DBS clearance.
- A good standard of English and numeracy.

Experience

- Previous experience of working in a school environment would be beneficial.

Personal Characteristics

- Reliable and punctual.
- Polite, friendly and flexible approach to work.
- Ability to keep calm and maintain an air of authority.
- Understanding of the importance of confidentiality and discretion.
- Genuine passion for educational opportunities, optimistic view of students and a belief in the potential of every pupil.
- A helpful and positive nature and a calm and caring disposition.