



LUNCHTIME SUPERVISOR

We wish to appoint a committed, enthusiastic and excellent **lunchtime supervisor** to become part of our team and help support all our children to have a safe and engaging social lunchtime.



Central Region
Schools Trust

Founded by the RSA

INTRODUCTION

We wish to appoint a committed, enthusiastic and excellent lunchtime supervisor to become part of our team and help support all our children to have a safe and engaging social lunchtime. The successful applicant will be someone with a strong commitment to improve the life chances of our children by treating all children as individuals, being willing to listen properly to their thoughts and feelings and placing their needs and safety at the heart of all we do.

Our ideal candidate should possess a commitment to working with children, a willingness to be reflective, be committed to continual improvement through professional dialogue and exploration and enjoy working flexibly as part of a team.

Hours of work will be Monday to Friday, 6 hrs 15 minutes per week during term time only.



HOW TO APPLY

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Further information on how to apply can be found on our website www.abbeywoodschool.org.uk. The closing date for completed applications is 09:00am on **Friday 12th July 2024**.

However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply.

CV's will not be considered.



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JOB DESCRIPTION

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|-------------|------------------------------------------------------|
| Job title: | Lunchtime Supervisor |
| Start date: | September 2024 |
| Salary: | Scale 1, SCP2 (£3,115.64 per annum) |
| Contract: | Permanent, term time only, 6hrs 15mins per week |
| Location: | Abbeywood First School and Church Hill Middle School |

MAIN JOB PURPOSE

- To ensure the safety, general welfare and conduct of pupils during the lunchtime period.
- Assist school and catering staff with basic cleaning and general duties in and around dining areas.
- To support with the children's lunchtime activities and encourage well-structured and safe play

KEY ACCOUNTABILITIES

- To supervise pupils in designated areas of the school during lunchtime and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

NOTE

- This job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Principal and the post holder.

This job description is accurate as of July 2024.



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PERSON SPECIFICATION

EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES

Essential

- No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' needs is important.
- Highly motivated and committed. Keen to work hard.
- Experience of taking on and successfully completing other tasks/activities.

PERSONALITY

Essential

- A good team-player who gets on well with children and adults.
- A person with warmth and sensitivity, enthusiasm and a sense of humour.
- Able to develop good relationships with children and adults.
- Willingness to participate in some social activities and events
- The candidate will be flexible and adaptable with a calm approach to all working conditions.

