



Recruitment Information Pack

LUNCHTIME SUPERVISOR

TO START AS SOON AS POSSIBLE

Vacancy Advert

LUNCHTIME SUPERVISOR

Position Start Date:	As soon as possible
Employment Type:	Fixed Term contract 5 hours per week, Monday to Friday 12 – 1pm, term time only.
Closing Date:	24 th November 2023
Date of Interview:	TBC
Pay Range:	£22,366 FTE (£2534.00 pro rata)

Berwick St Mary's CE First School is seeking to appoint a friendly, caring and responsible Lunchtime Supervisor to join our team.

Lunchtime Supervisors are valuable members of our staff team who help with general supervision in the dining hall and support children in their play.

You will need to be enthusiastic, energetic, patient, well-organised and flexible. You must be able to communicate with children and adults well, show initiative and understand the importance of safety and safeguarding. You must also be able to respect confidentiality.

The role involves:

- Helping children during lunch time in the dining area and outside in the playground, modelling good manners and supporting healthy eating.
- Supervising and leading positive play activities for our children on the playground or in the classroom if the weather is inclement.
- Encourage safe and positive play at all times
- Being responsible for the safety, welfare and behaviour of our children.
- Deal with minor first aid needs.

In return, we can offer you the opportunity to join a successful school which has a strong inclusive ethos and an inherent drive for quality. St Mary's is dedicated to delivering outstanding inclusive practice through a culture of co-production, experiential learning and growth, where parents and professionals work together to support the holistic development of the child. Our children are proud citizens within their local community, care for each other, are focused on learning and enjoy coming to school. We have an incredibly strong team and thrive on working together to improve access to education and outcomes for our children.

This position is initially a fixed term contract of 5hrs per week term time only, up to 31.8.24 but may well be extended beyond this date.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

Visits to the school are encouraged, so please contact the school office to arrange an informal tour and discussion with the head teacher.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the Ministry of

Justice website. You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Application packs are available on request from the school directly via email admin@st-maryscofe.northumberland.sch.uk or by telephone 01289 306170. Only applications on an official application form will be accepted.

If you are submitting your completed application form by e-mail via admin@st-maryscofe.northumberland.sch.uk please be aware that the school cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address:

For the attention of Mrs J Bradbury:
Berwick St Mary's CE First School
Newfields
Berwick upon Tweed
TD15 1SP

Job Description

LUNCHTIME SUPERVISOR

Post Title: Lunchtime Supervisory Assistant	Director/Service/Sector: Children's Services		Office Use
Band: 1	Workplace: School based		JE ref: SG9 HRMS ref:
Responsible to: Senior Lunchtime Supervisory Assistant or Head-teacher	Date:	Lead & Man Induction:	
Job Purpose: Under the direction of a Senior Lunchtime Supervisory Assistant or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.			
Resources	Staff	None.	
	Finance	None.	
	Physical	None.	
	Clients	None.	
<p>Duties and key result areas: Individually or as part of a team, Include but are not restricted to:-</p> <ol style="list-style-type: none"> 1. Supervise pupils in the dining hall, playground areas and school premises. 2. Ensure the maintenance of good order and discipline. 3. Deal with accidents and incidents in accordance with school procedures. 4. Clean up spillages as necessary. 5. Other duties appropriate to the nature, level and grade of the post. <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
Work Arrangements			
Physical requirements:	Continuous standing and walking.		
Transport requirements:	None.		
Working patterns:	Monday to Friday lunchtime working.		
Working conditions:	Outside working.		

Person Specification

LUNCHTIME SUPERVISOR

Post Title: Lunchtime Supervisory Assistant	Director/Service/Sector: Children's Services	Ref: SG9
Essential	Desirable	Assess by
Qualifications and Knowledge		
No particular qualifications or knowledge are required.		
Experience		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
Skills and competencies		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.		
Physical, mental and emotional demands		
Ability to work outdoors all year round.		
Motivation		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits