

## ST. MARY'S CofE PRIMARY SCHOOL

A vacancy for a Lunchtime Supervisor has arisen at St Mary's CofE Primary School. We are looking for an energetic and enthusiastic individual to join our team, supporting our children both in the dining hall and outside during their break. This is a great opportunity for someone with child or caring commitments as there is not a requirement to work in school holidays.

We believe lunchtime supervisors have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.

They must therefore be able to fulfil the duties and responsibilities as stated in the 'Job Details' below.

If you would like more information, or to offer your expression of interest, please speak to the headteacher- [awainwright@st-mary-ki.dudley.sch.uk](mailto:awainwright@st-mary-ki.dudley.sch.uk).

### JOB DETAILS

**Job title:** Lunchtime Supervisor

**Hourly rate:** £12.45ph

**Contract type:** Fixed term until July 2025 – Term time only

**Hours:** 7.5 hours per week, Monday to Friday, 11:45 -13.15

**Start Date:** Immediate

**Reporting to:** Headteacher

**Closing date:** Friday 7<sup>th</sup> February 2025

**Interviews:** Friday 14<sup>th</sup> February 2025

*St Mary's is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*



## **MAIN PURPOSE**

Under the direction of senior staff; support and supervise the children at lunchtime in the dining hall, and care for and play with the children on the school grounds when the weather is fine, or in the classroom when it is very wet.

## **DUTIES AND RESPONSIBILITIES**

### **Supervision outside**

- Arrange your supervision/play so you move around amongst the children within the area you are covering. It is particularly important that supervisors patrol the whole of the playground/field areas.
- Help children to join in with games, assist in children's play
- Help to set up the playground with interesting activities for the children.
- Ensure acceptable standards of behavior are maintained, in line with the school behavior policy.
- Try to avoid children hurting themselves or damaging property.
- Supervision to work to a timetable which ensures that a supervisor will keep to the specified changeover time.
- Ensure that the supervision process starts at least five minutes before the children's lunch break starts.
- Listen to children and help them to resolve conflicts.
- Log all incidents in accordance with school policy.
- Tidy and care for resources, putting them away ready to be used the next day.

### **Supervision inside**

- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meal service.
- Assist as required to relieve any 'bottle neck' in the queues of children waiting to be served.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dustpan and brush can be obtained easily, if required.
- See that trays are not left in dangerous positions and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- Encourage children to use appropriate table manners.
- Ensure that all children are encouraged to finish their meal and report any concerns to the class teacher, head teacher or a member of the senior management team.
- See that dining areas are left clean and tidy.

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe environment.

### **Communication**

- Communicate effectively with pupils.
- Communicate effectively with colleagues and all members of the school community.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues.
- Develop effective professional relationships with colleagues.

*Instilling a life-long love for learning in an inclusive, supportive Christian community. Giving everyone the strength to enable them to flourish.*



## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour and confidentiality, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

## ONLINE CHECKS

*In line with KCSIE (Keeping children Safe in Education) 2024 we will complete online searches (including publicly available social media profiles) as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks, they will be discussed with you at interview. If any safeguarding concerns are identified, we reserve the right to withdraw your application.*

*Please note that CVs are not accepted.*

*Elements Diocesan Learning Trust, and St Mary's CE Primary School, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to undertake an enhanced DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. More information can be found here:*

*Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK ([www.gov.uk](http://www.gov.uk))*

*Our full range of safeguarding and child protection policies can be found on our school website.*



CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ Good standard level of education</li> <li>➤ First Aid qualification – Desirable</li> </ul>
<b>Experience (Desirable)</b>	<ul style="list-style-type: none"> <li>➤ Experience of working with children</li> <li>➤ Experience of working in an educational setting or other relevant environment</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Basic awareness of first aid (or willingness to undertake training)</li> <li>➤ Willingness to participate in training and development opportunities</li> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Ability to work as part of a team</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Excellent communication skills</li> <li>➤ Organisation and time management skills.</li> </ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.