



## Lunchtime Supervisor Vacancy

**Job Title:** Lunchtime Supervisor

**Salary Range:** NJC Scale Level 1D, point range 1-3; commencing at point 1, £9.50 p.h.

**Hours:** 1.5 hours / Tuesdays, with potential for other ad hoc cover

**Contract Type:** Permanent

**Closing Date:** Monday 23<sup>rd</sup> May 2022, 5pm

**Interview Date:** Monday 6<sup>th</sup> June 2022

We are looking to appoint a lunchtime supervisor to join our amazing lunch team of 9 supervisors, working Tuesday lunchtimes for 1.5 hours per week. The role may expand to include ad-hoc / 1:1 support on other days.

Duties include supervision of pupils immediately before, during and after the midday meal; providing assistance and guidance to children to enable them to become self-sufficient; undertaking minor first-aid where required (training will be given); supervision on the playground, being proactive to encourage inclusive play. Applicants must be good team players, with a positive can-do attitude, willing to undertake the full range of duties, which will be rotated and to be able to keep up with the fast pace of the lunch session. Candidates must be physically able as the role includes lifting tables and benches.

Pulford is a thriving Church of England, Voluntary Aided lower school in a beautiful setting in Leighton Buzzard. We have a friendly team of staff who are dedicated to providing outstanding teaching and learning within a nurturing Christian environment that brings out the best in our children. Pulford prides itself on being an inclusive school, which is recognised for the quality of its Christian values and relationships. Applicants are expected to support the Christian ethos of the school.

Pulford is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for all roles.

Please download and complete the non-teaching staff application form and forward it to: [office@pulfordschool.org](mailto:office@pulfordschool.org) If you need a paper copy, please also contact the school office. Please note that CVs will not be accepted.

**Contact Information:** Mrs Alison Quick

**Tel:** 01525 372188

**Email:** [office@pulfordschool.org](mailto:office@pulfordschool.org)



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**JOB PURPOSE:** To be responsible, as part of a team, for the lunchtime safety, general welfare and proper conduct of pupils; setting up and putting away of equipment, including tables (physical tasks are a requirement of the role).

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required, supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
3. Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
4. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
5. Taking such steps as are necessary when pupils are sick, carrying out minor first aid.
6. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising, encouraging and monitoring inclusive play/games as appropriate.
7. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
8. To assist with clearing the dining area which will include setting down / putting away tables and benches and also clearing trollies etc.
9. To undertake any other duties of a similar level and responsibility as may be required.



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### Person Specification

Individuals must be good team players, with a positive can-do attitude, willing to undertake the full range of duties, which will be rotated. Candidates must be physically able as the role includes lifting tables and benches.

<b>Attributes</b>	<b>Essential</b>	<b>Preferred</b>
<b>Education/Qualifications</b>	Good general standard of education	
<b>Experience</b>	Experience of children (including own children)	Previous experience of working with children in a caring or educational environment.
<b>Skills/Knowledge/Aptitude</b>	Empathy with the needs of children and young people.  Ability to work as part of a team and to use own initiative when appropriate.	
<b>Motivation</b>	Willingness to undertake training (e.g. in behaviour management)	
<b>Physical</b>	Ability to undertake all physical aspects of the post	
<b>Other</b>	Willingness to undertake First Aid training	Current First Aid Certificate