

St Mary's C.E. Primary School

Lunchtime Supervisor Candidate Pack

Contract: Fixed Term

Start Date: Upon Appointment of Suitable Candidate

We are a thriving 3 form entry primary school with a nursery, located near Slough town centre and close to Datchet, Eton and Windsor. If you are interested in supporting children thrive and want to be part of a great team, then St Mary's is the place for you.

We welcome all applicants- both experienced and new to the role.

We are looking for someone who:

- Is child centred and enjoys working with children.
- Is committed to treating all children as individuals.
- Is willing to listen properly to children's thoughts and feelings.
- Places children's needs and safety at the heart of the role.
- Is proactive with high expectations of self and others.
- Is punctual, reliable and dedicated to the role.
- Can use their initiative, is self-motivated and works well as part of a team.

In return, we can offer you:

- Well behaved, happy and enthusiastic children.
- A positive, friendly and resource-rich learning environment.
- A caring ethos with support from colleagues and the leadership team.
- Excellent professional development.
- An inclusive school which thrives on equality and diversity.

To arrange a visit or for any other information or questions, please contact our HR Manager Mrs. L. A. Brown.

- Email: HR@stmarys.slough.sch.uk
- Telephone: 01753 534791.

- An application form is available on the school website: [Home - St Mary's Church of England Primary School](#) About Us, Vacancies.

Please return your completed application form to Mrs L A Brown at HR email address. CVs will not be considered.

- **Closing date: As and when a suitable candidate is appointed.**
- **Interview date: TBC**

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Job Description

- Job Title: Lunchtime Supervisor
- Reporting to: Headteacher
- Location: St Mary's C.E. Primary School, Yew Tree Road, Slough, SL1 2AR
- Hours of work: Monday to Friday, 11.40-1.20, term time only.

Main Purpose of the Post

- To ensure the safety, general welfare and conduct of children 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

- Promoting and safeguarding the welfare of children in accordance with the school's Safeguarding and Child Protection Policy, Behaviour Policy and SEND Policy.
- 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.
- To supervise children 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 supervise the movement of children to and from dining areas.
- To maintain good order in dining areas.
- To assist children, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist children, 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 dining furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Supervise and encourage positive play for all year groups.
- Put out toys and outdoor play equipment at the beginning of lunch session and ensure all are tidied away at the end of the lunch session.
- Promote positive play and encourage playground games.
- Report any damaged or broken play equipment and any health and safety dangers.
- Ensure rubbish and any lost property are removed from playground and either returned to children or put in lost property box.
- Supervise lunches on the playground and encourage children to look after their lunch boxes and leave no rubbish on the playground.

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 senior leadership team and the post holder.

St Mary's CE Primary School is committed to promoting equality. We are also committed to safeguarding and promoting the welfare and safety of all our pupils. We expect all staff and volunteers to share this commitment.

The successful candidate will be subject to a successful and enhanced DBS (CRB) clearance, and reference check.

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Person Specification

Criteria	Essential	Desirable
Experience, knowledge, skills & abilities	• Committed to safeguarding and promoting the welfare and safety of all our children. • Ability to establish positive expectations of children's behaviour. • Ability to establish good relationships with staff and children. • Having a sensitivity to children's needs. • Highly motivated and committed. • Experience of taking on and successfully completing other tasks/activities. • A good standard of communication and engagement skills.	• Previous experience working as a lunchtime supervisor. • First aid trained. • Experience of using online safeguarding reporting platforms e.g. CPOMS. • Experience of using Medical Tracker to report any injuries. • Fluency in another community language. • Experience of using IT. • Knowledge of restorative justice as a form of behaviour management. • Knowledge of playground games.
Personality	• Committed to equality of opportunity. • Professional, calm, flexible, reliable. • Passionate about the development and support of children. • Proactive in providing children with a fun and safe lunchtime surrounding. • 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.	• Comfortable with managing the personal care of children, including changing of soiled or wet clothing.