



# Whitehill Primary School

## **Lunch-time Leader**

Are you organised, resourceful and able to foster strong relationships within your team, with children and other leaders?

We are seeking a Lunch-time Leader with a proven track record of success to ensure that lunchtime for Whitehill Primary School's 750 children runs efficiently and with the highest levels of safety and fun for our children.

## **The Role**

- Lunch-time Leader
- Co-ordinating your own team to ensure lunchtime runs smoothly for the entire school and in-line with safeguarding policies
- Working closely with teachers, catering staff and the designated senior leader to streamline lunchtime processes

## **The Person**

- Have the highest organisational skills for themselves, pupils and staff
- Committed to caring about children; ensuring that their well-being is prioritised
- Team player
- Understand and practice safeguarding policies
- Understand and practice requirements for food hygiene and dietary and allergy restrictions
- Experience of understanding of running lunch-time provision in schools or equivalent setting

This appointment will be for November 2018. 8 hours per week, 38 weeks per year (term-time only). Salary for this role is KR4 range (£3,183 per annum).

Applications can be found at [www.whitehillprimary.kent.sch.uk](http://www.whitehillprimary.kent.sch.uk).

Interested applicants should submit their applications by email to [lpond@whitehillprimary.kent.sch.uk](mailto:lpond@whitehillprimary.kent.sch.uk) by Sunday 11th November, 2018.

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### **Information about our School:**

Our School is a vibrant school that became an Academy on 1st April 2014 as part of the Gravesend Grammar School Academies Trust. The School has committed staff who strive to ensure the pupils achieve the very best they can at all times.

The recent Ofsted Inspection (January 2017) judged the School as 'Good' stating that 'Pupils learn in a happy, safe and calm atmosphere.' We believe in creating the highest quality and exciting learning opportunities.

Our ethos of 'Happy, Helpful and Hardworking' pupils underpins everything we do and we pride ourselves on strong working partnerships with parents, governors and the community.

Please visit our website for an impression of the school and download an application form – [www.whitehillprimary.kent.sch.uk](http://www.whitehillprimary.kent.sch.uk).

Initial applications can be made online or on downloaded application forms. Downloaded application forms should be e-mailed to [lpond@whitehillprimary.kent.sch.uk](mailto:lpond@whitehillprimary.kent.sch.uk).

Whitehill 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 school will conduct all necessary safer recruitment checks before employment commences.

This post is subject to pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, reference checks, identity and proof of right to work in the UK. Whitehill Primary School is an equal opportunities employer.

## **Job description – Lunchtime Leader**

### **Strategic Responsibilities**

- Working with senior leadership, organise adequate staff levels to ensure compliance with Safeguarding policies, supervision ratios and cover absences
- Deploy staff to adequately supervise the dining room and playground
- Drive continuous improvements both in processes and staff development
- Ensure that behaviour of staff and pupils is aligned to the School's policies particularly with regard to Safeguarding
- Hold requisite First Aid training and certification
- Maintain records of dietary or allergy requirements of children; ensure these are clearly understood by all staff

### **Operational responsibilities – Quality delivery**

- Organise team to provide adequate staff/pupil ratios in and outside school
- Streamline midday supervisor processes to ensure that the crossover between lunch sittings is executed in a timely manner, and that the dining room is cleared and ready for the next sitting.
- Co-operate with teachers and kitchen staff to ensure a co-ordinated hand-off between them and the midday supervisor team to ensure the children's time is properly managed whether they have packed lunch or cooked meals
- Deploy team effectively to ensure that children in all areas of the school are supervised to the school's staff/children ratios and safeguarding policies
- Ensure that all staff are aware of children's dietary or allergy requirements
- Maintain a clean, safe and tidy dining room and playground with no trip hazards or litter
- Manage behaviour issues in the dining room and playground; issue on the spot sanctions or escalate to class teacher/senior leader as appropriate
- Identify opportunities for continuous improvement and make proposals to ensure efficient and effective operating practices for the midday supervision team
- Identify skills gaps within the Midday supervision team, and make proposals to SLG for staff development
- Have a clear escalation procedure and train all midday supervisor staff to identify and react to an accident or emergency in the playground or the dining room