



Whitehill Primary School

Midday Supervisors

We are seeking Midday Supervisors to join our existing team 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

- Reporting to the Lunch-time Leader
- Working within the midday team to ensure lunchtime runs smoothly for the entire school and in-line with safeguarding policies
- Supervising the School's children during their lunch break, both indoors and out

The Person

- Reliable and punctual with the ability to work flexibly
- 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

This appointment will be for November 2018. 7.5 hours per week, 38 weeks per year (term-time only). Salary for this role is KR2 range (£2,525 per annum).

Applications can be found at www.whitehillprimary.kent.sch.uk.

Interested applicants should submit their applications by email to lpond@whitehillprimary.kent.sch.uk by Sunday 11th November, 2018.

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.

Initial applications can be made online or on downloaded application forms. Downloaded application forms should be e-mailed to 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.



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MIDDAY SUPERVISOR JOB DESCRIPTION

Summary of Role:

- Accountable to the Lunch-time Leader
- Assisting in supporting that lunch-times run efficiently and with the highest levels of safety and fun for our children.
- Duties include supervising the children inside school and out in the playground

Role and responsibilities:

- 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.
- Assist in ensuring the children's time is properly managed whether they have packed lunch or cooked meals
- Ensure that children in all areas of the school are supervised in line with the school's safeguarding policies
- Be 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 and react to an accident or emergency in the playground or the dining room, and ensure that escalation procedures are followed
- Create good working relationships within the Midday team and also with the catering team and teachers