

Water Orton Primary School

Lunchtime Supervisor Vacancies



Dear Applicant,

We are delighted to invite applications for the position of **Lunchtime Supervisor** at **Water Orton Primary School**. This is an exciting opportunity to join our team at a time when our lunchtime provision is developing rapidly through our involvement in **OPAL Play (Outdoor Play and Learning)**.



We are looking for enthusiastic and committed individuals to join us **five days per week**, working **6.25 hours per week (1.25 hours per day)** during term time only (**39 weeks per year**). You will work under the guidance of our **Senior Midday Supervisor** and alongside other experienced staff to ensure a safe, positive, and engaging lunchtime experience for all our pupils.

Further details about the role can be found in the **Job Description and Person Specification** included in the application pack. If you are interested in applying, please complete the **attached application form** and return it to the school. **Paper application forms are also available from the school office**. For any questions or additional information, please don't hesitate to contact the office.

Unlike other recent vacancies we have advertised, which were on a supply basis, this is a **permanent role** arising due to the **retirement of a long-standing member of staff**. We also regularly have **supply and cover opportunities** available—please speak to the office if you would like to express an interest in those roles as well.

We look forward to receiving your application.

Yours sincerely,

Emma Smith

Headteacher

Job Description

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: MIDDAY SUPERVISOR

POST LEVEL: Band B, 6 – 8

WORKING HOURS: 6.25 hours per week 39 weeks per year

BROAD DESCRIPTION:

Supervise and ensure the safety and well-being of pupils during the lunchtime period. Works under the general direction of the Senior MDS or other designated person in charge, as well as the SLT in the school.

Responsibility for others: The post has high impact on the well-being of the individuals. (ie physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has no direct responsibility for financial resources.

Responsibility for physical resources: The post has some direct responsibility for physical resources, including the safe use of play equipment at lunchtimes.

TYPICAL TASKS

Liaise with other staff in the provision at the start and end of lunchtime to ensure smooth transitions

Supervise and assist with toileting and hygiene activities, following appropriate practice when supporting pupils with toileting and hygiene.

Escort children to and from dining room. Supervise collection of meals and assist with use of cutlery. Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables

Supervise classroom and outside activities, encouraging inclusion

Ensure orderly return to classroom and support children to settle ready for lessons

Attend to minor accidents or to pupils who become ill

Report to SMDS if accident occurs or if pupil falls ill

Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy and Education and Health Care Plan targets.

QUALIFICATIONS / QUALITIES / EXPERIENCE

Good literacy skills

Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules

Ability to build positive relationships with children and other staff

Proactive in offering ideas and reviewing lunchtime provision

Reliable and flexible

Resilient

Water Orton Primary School – Person Specification for Lunchtime Supervisor

Main specifications for the post of Lunchtime Supervisor

	Essential Criteria	Desirable (but not essential)
QUALIFICATIONS		Any relevant training or qualifications related to childcare First Aid qualification
KNOWLEDGE & EXPERIENCE	Experience and enjoyment of working with children Commitment to and recent experience of working closely with colleagues and/or the public	Experience of working in a school environment or a good understanding of how a school functions Knowledge of procedures for dealing with children who may have behaviour difficulties Experience of working as part of a team An interest or understanding of wider education issues An interest in how to motivate children in play games Experience of working with Knowledge of Health & Safety
SKILLS AND ABILITIES	Patience An ability to relate to and communicate with children appropriately An ability to work co-operatively as a committed member the school team for the benefit of the school Good communication skills and an ability to relate to others appropriately An ability to be calm under pressure A willingness to reflect on performance, take advice and undertake necessary training to carry out the role An ability to follow instruction and comply with policies	An ability and willingness to solve issues independently
OTHER QUALITIES OR REQUIREMENTS	Enthusiasm and high expectations for oneself The ability to be flexible and adapt to changes The ability to be sensitive to the needs of children Punctuality and reliability All appointments subject to DBS and reference checks	Initiative