



MIDDAY MEALS SUPERVISOR

X2

ST John's Highbury Vale CE
Primary School

**Closing Date: 9:00 am Monday,
25th April 2022**

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ADVERT

Midday meals supervisor x2

Salary Grade: Scale 02, Spine Points 4

Actual Salary Range: £4,332.06 per annum

Work Pattern: Part time, 7.5 hours per week, Term Time Only

Contract type: Permanent

Required as soon as possible

St John's Highbury Vale CE Primary School is seeking to appoint **2 x Midday Meals Supervisors** to join our existing team to ensure that lunchtime for our pupils runs efficiently and with the highest levels of safety and fun for our children.

About the Role:

- Working within the midday meals team to ensure lunchtime runs smoothly for the entire school and in-line with safeguarding and health and safety policies
- Supervising the children during their lunch break, during meal times and active play

The person (must be):

- Full of ideas to make play-time fun for our children
- Reliable and punctual, with the ability to work flexibly
- Committed to caring about children; ensuring that their well-being is prioritised
- Active team player
- Understand and practice safeguarding policies
- Understand and practice requirements for food hygiene and dietary and allergy restrictions

Please apply online at www.islington.gov.uk/jobs following the jobs link. If you need any assistance, please email the Education HR at schoolsrecruitment@islington.gov.uk

Visits to the school are warmly welcomed and you should contact the school finance and personnel officer, Jaclyn Pagal (jpagal@stjhv.islington.sch.uk or 02072264906) to make an appointment for a tour.

Closing Date: 9am Monday, 25th April 2022.

Interview Dates: Wednesday 27th April and Thursday 28th April 2022

St John's Primary School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.



JOB DESCRIPTION

POSITION: Midday Meals Supervisor
GRADE: Scale 02, spine point 03-04
RESPONSIBLE TO: School finance and Personnel Officer

PURPOSE OF THE JOB:

- To be responsible for the supervision and maintenance of positive behaviour of pupils during the midday break across all key stage areas.

MAIN DUTIES

1. To supervise and maintain positive behaviour of pupils during the midday break, in dining areas, around the school premises and in play areas.
2. To assist and direct pupils in the dining areas and elsewhere, dealing with incidents of unacceptable behaviour and referring matters to SLT when necessary.
3. To assist as directed with arrangements for school meals and to support the Council's policies regarding school meals provision (i.e. healthy eating, ethnic meals etc.)
4. At all times to carry out responsibilities/duties with due regard to the Schools/Council's equal opportunities employment policy.
5. To organise play activities.
6. Such other minor and/or non-recurring duties, appropriate to the post may be directed.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time

PERFORMANCE STANDARDS

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL CRITERIA
Education and Experience	<ol style="list-style-type: none">1. Have proven experience of supervising children in a paid or unpaid capacity.
Skills Knowledge and Abilities	<ol style="list-style-type: none">2. Have the ability to understand and apply instructions in respect of the supervision of pupils during midday break.3. Have the ability to relate to pupils, to deal with them patiently and firmly using positive strategies.4. Have an understanding of the importance of the school meal, and the midday break, being a social and educational occasion.5. Have a basic understanding of how play can contribute to child development.6. Have the ability to relate both to support staff and teaching staff at the school and to work co-operatively with other people as part of a team.7. Have the ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.8. Understanding of the importance of safeguarding children9. To promote the safeguarding of children.10. Ability to form and maintain appropriate relationships and personal boundaries with children young people11. To be able to understand and be committed to equal opportunities for all members of the school community, and deliver services with the framework of the school's equal opportunities policy

Notes:

This job description may be amended at any time in consultation with the post holder.



HOW TO APPLY

Midday Meals Supervisor

Application Deadline

Completed application forms must be received by **9am, Monday 25th April 2022.**

To apply

Please apply online at following the jobs link. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification, as this will be used to assess your suitability for the post.

Selection procedure

A panel of senior leaders will make the selection. Candidates will be notified after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are attached separately to the job application pack. Before you submit your application form, please read the guidance notes thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

Additional

CVs will not be accepted.