



# **Lunchtime Supervisor** **Bentley Federation**

**Closing date: Monday 3<sup>rd</sup> December 2018**

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Bentley Federation  
Bentley West Primary School  
Monmouth Road  
Walsall  
WS2 0EQ

e-mail: [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk)

Dear Applicant,

**RE: Lunchtime Supervisor**

Thank you for your interest in this post. If you do decide to apply please note the following:

Your application must be submitted on-line no later than **Monday 3<sup>rd</sup> December 2018**.

Hard copy applications should be handed into reception at the above address during normal working hours (8am-4pm). Please note: We cannot be responsible for hard copy applications hand delivered after normal working hours.

Posted applications should be sent in an A4 envelope and clearly addressed to: Bentley Federation, Bentley West Primary School, Monmouth Road, Walsall WS2 0EQ. Please make sure you allow sufficient time for documents delivery prior to closing date.

Alternatively, you can email your documents to [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk) by the closing date specified above.

CVs will not be accepted.

References will be sought for short listed candidates prior to the interview date.

Should you have any queries please email us at [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk).

Yours sincerely

Miss K Magner  
Principal



**KING CHARLES PRIMARY SCHOOL**  
*Committed to safeguarding and promoting the welfare of children*

**LUNCHTIME SUPERVISORS**  
**Term time only**  
**6.25 hours per week**  
**G1 SCP 5 – 9**  
**£2,333.39 - £2,384.77 per annum,**  
**£8.50 - £8.68 per hour plus living wage allowance until further notice**

We are looking for energetic and enthusiastic people to work as Lunchtime Supervisors for 1 ¼ hours a day, 5 days per week. If you enjoy working with children and would like to join our team of staff, please apply. We are a good school that is dedicated to providing a positive environment to allow children to grow and develop.

**The successful candidates will:**

- Enjoy working with children
- Undertake the supervision of children during lunchtime
- Instigate and play games with the children
- Be friendly, polite and hardworking team member
- Show initiative, honesty and reliability
- Ensure high standards of health and safety are maintained at all times
- Support the ethos of our school in a professional manner

**We can offer you:**

- The opportunity to work with wonderful, well behaved and enthusiastic children
- A caring and happy environment
- A school that believes in growing the skills of staff
- Staff who work well together and support each other

The successful candidates will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion.

Visits to the school are welcomed by prior arrangement. For further details of the post or to request an application pack, please contact Mrs Z Andrews on 01922 720792 or go to [www.bentleyfederation.org.uk](http://www.bentleyfederation.org.uk)

Only applications submitted on the application form will be considered. Please note we are unable to accept CV's.

**Closing Date: Monday 3rd December 2018**

## Job Description

**JOB TITLE** Lunchtime Supervisor \_\_\_\_\_ **JOB NO** MID1 \_\_\_\_\_

**SERVICE AREA** Schools \_\_\_\_\_ **SECTION** Education Support \_\_\_\_\_

**LOCATION** \_\_\_\_\_ **GRADE** G1 \_\_\_\_\_ **SCP's** 005 - 009 \_\_\_\_\_

### PURPOSE OF JOB:

To assist the Head Teacher and Principal Supervisor with the supervision of children before, during and after the midday meal.

This person must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person  
They also must be aware of and support difference and ensure equal opportunities for all.

### RESPONSIBILITY LINKS

Reports to:

Responsible over: N/A

### SPECIAL CONDITIONS:

- An overall is provided which must cover all the clothing worn, including sleeves and collars. This overall must not be worn outside the school, either to or from work. Jewellery should not be worn except wedding rings or earring studs, for obvious health and safety reasons. Shoes should be supportive and protective. Open toed sandals/shoes, high heeled shoes or training shoes are not considered suitable.
- Jeans are not considered suitable attire.
- Personal hygiene as practised by the kitchen staff must also be adhered to and the kitchen cloakroom is available to all such employees for the facilities offered.
- Hair should be clean, tidy and worn off the face. Long hair should be tied back.
- Hands should be clean, nails short and no nail polish as this attracts germs.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all

### MAIN ACTIVITIES:

- Supervision of washing children's hands, escorting children to and from the dining room, supervision in the dining room and supervision in the school or playground.
- Controlling behaviour, promoting good table manners and assisting in whatever practical way that may help the progress of the lunch service.
- Any other reasonable duties as requested by the Headteacher.

**DATE PREPARED: 2013**



# The Bentley Federation

## Employee Specification

|  |   |                              |
|--|---|------------------------------|
| <b>Job No:</b> MID1  | <b>Job Title:</b> Lunchtime Supervisor  | <b>Grade:</b> G1             |
| <b>Service Area:</b> Schools   | <b>Section:</b> Education Support   |                              |
| Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively. | Indicate when Assessment is possible: at shortlist=S<br>interview=I<br>both=S/I<br>test = T | <b>Essential / Desirable</b> |
| Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-            |   |                              |
| A good standard of literacy and numeracy skills.   | S   | D                            |
| Ability to provide levels of individual attention as appropriate to the pupil's needs.   | S/I   | E                            |
| Willing to comply with all school policies, e.g. behaviour management, health and safety.  | S/I   | E                            |
| Ability to work effectively with colleagues.   | I   | E                            |
| Demonstrate a commitment to safeguarding children and promoting their welfare.   | S/I   | E                            |
| Willingness to maintain confidentiality on all school matters.   | S/I   | E                            |
| Willingness to approach all tasks enthusiastically.  | I   | E                            |
| An awareness of, and commitment to, equality of opportunity  | I   | E                            |
| Enjoys working with children   | I   | E                            |
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|  |   |                              |
| <b>Experience:</b> specify type, level and length required; if any.  |   |                              |
|  |   |                              |
|  |   |                              |
| <b>Qualification:</b> specify type and level required (including equivalents); if any.   |   |                              |
|  |   |                              |
| <b>Prepared by:</b>  | <b>Date:</b>  |                              |



## **CHILD PROTECTION STATEMENT**

The Bentley Federation fully recognizes its responsibilities for child protection.

Our schools believe in promoting the welfare of children and their right to be safe.

The ethos of our schools must make the children feel secure; promote self-confidence, self-esteem and a feeling of self-worth amongst its pupils.

Our policy applies to all staff, governors and volunteers working in the schools. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of Child Protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

## Guidance for candidates applying for a position within the Bentley Federation

Please read this carefully **BEFORE** you start to fill in the application form.

### *General*

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement online or in black ink or use a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

### **Personal Details**

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your local Benefits Agency office. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from HR including a list of the accepted documents.

### **Present or most recent employment**

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details.

### **References**

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

### **Previous employment for all support staff (non-teaching) posts**

Ensure that you put in full dates, names addresses and your job title. Be careful not to leave any unexplained gaps. Details of part time and relevant voluntary work should also be entered.

### **Previous Appointments**

Include full details of any unpaid work and also details of work outside teaching. This helps in an accurate assessment of your salary and gives us your service history. Do not leave any unexplained gaps.

### **Education, Qualifications and Training**

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification.

Proof of qualification is required before the appointment is confirmed.

### **Relatives and other interests**

If this applies to you, please give the name of the employee, the department that they work in and the relationship e.g. husband, daughter.

### **Personal Statement**

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organized, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

### **Additional information**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

### **Disclosure of a criminal record**

The Bentley Federation operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose.

If you are selected for employment, you will be required to give full details of your criminal record to a Senior Manager, in confidence, prior to completing an application for an Enhanced Disclosure with the DBS. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

### **Declaration**

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with Bentley Federation's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

### **Equal opportunities monitoring information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

### **Salary Assessment - for teachers only**

Your employer should notify you of the calculation of your salary and allowances annually. If you have not been employed as a teacher for some time, please give the details of your last known salary and all allowances paid. If you do not know how your salary is made up, please mark this part of the form 'not known'.

**Before you send your completed application to us, please read it thoroughly and ensure all sections of the application have been completed legibly and fully and you have addressed all the criteria in the Person Specification.**