

# Information Pack

## **Lunchtime Supervisor**

### **Grade 1**

Term time only

**Required ASAP**





Radford Primary Academy is a single form entry primary school with a strong community in the heart of Radford. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer Academy. The two primary schools are very closely linked.



Radford is a small one form entry Primary School with a very positive family ethos. Radford is a rapidly improving school at the heart of the community. The ambition of the trust is for Radford Primary to become an outstanding provider. We work extremely hard to ensure the children are inspired by high quality creative teaching. We have established an excellent reputation within the community and have good relationships with our parents. We work extremely closely with our sister school Sidney Stringer Primary Academy and benefit from shared teaching staff. There are also many opportunities to work collaboratively across other MAT schools.

We have excellent facilities and a new building with high quality new resources and state of the art technology, which we use to ensure that all our children make outstanding progress.





## Lunchtime Supervisor

We are seeking to a lunchtime supervisor.

You will responsible for getting the dining room ready for the children when they arrive at lunch, in our dining hall.

You will help with the lunches, encouraging good table manners and ensuring the children eat their two-course meal.

You will then be responsible for clearing away the dining hall.

There is also an expectation that you will supervise children in the playground and in classrooms during wet playtime



# Why work at Sidney Stringer Multi Academy Trust?

There are many benefits for staff:

- 100% attendance - 1 day off following year
- Staff Development- High quality programme and subsidies for Master's degree courses
- Free tea and coffee



- Social committee with subsidised events
- Occupational health and counselling support

- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards



## JOB DESCRIPTION – Lunchtime Supervisor

**Grade:** 1  
**Hours:** 5 hours per week (12 Midday – 1.00pm). Term Time Only.  
**Responsible to:** Business Manager

**JOB PURPOSE:** To undertake the preparation of the dining hall for lunch, supervision of children during lunch and the clearing away of lunch.

### DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

To undertake supervision of pupils during the lunchtime session in the dining room. Helping children with their food and supervising distribution and clearing away.

To supervise toilet areas of the school as cover for the first aider/supervisor.

To ensure that activity or leisure areas are used in an appropriate manner by pupils and to take the necessary action if not.

To ensure the health, safety, welfare and good conduct of the pupils and checking pupils are safe in the event of an evacuation of the premises.

To ensure that areas including the dining hall are cleaned and tidied before the start of the afternoon session and that any equipment used is stored away as appropriate.

To prepare the dining room furniture ready for the lunch period.

Other duties as may from time to time be determined by the Principal.

And such other duties as are within the scope and the spirit of the job purpose, the title of the post, and it's grading.

### Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

## **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

## **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

## **Training and Development**

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

## **PERSONNEL SPECIFICATION**

| <b>ATTRIBUTES</b>               | <b>REQUIREMENTS</b>   |
|---------------------------------|---|
| <b>KNOWLEDGE</b>                | <ul style="list-style-type: none"> <li>▪ An understanding of the challenges facing young people from a disadvantaged community.</li> </ul>  |
| <b>SKILLS</b>                   | <ul style="list-style-type: none"> <li>▪ The ability to devise, implement and monitor individual activities</li> <li>▪ Good inter-personal skills</li> <li>▪ Good communicator – both with children and adults.</li> </ul>  |
| <b>ABILITIES</b>                | <ul style="list-style-type: none"> <li>▪ Willingness to engage constructively with, and relate to, a range of young people.</li> <li>▪ Willingness to work effectively with teachers and senior managers in school</li> <li>▪ A commitment to improving the lives and learning opportunities of young people</li> </ul>       |
| <b>EXPERIENCE</b>               | <ul style="list-style-type: none"> <li>▪ Relevant work with children or experience of working in a school.</li> </ul>   |
| <b>PERSONAL QUALITIES</b>       | <ul style="list-style-type: none"> <li>▪ An attractive personality to whom pupils respond</li> <li>▪ Energy and enthusiasm</li> <li>▪ Self-motivated and hard working</li> <li>▪ Able to work independently but also a good team member</li> <li>▪ A sense of humour</li> <li>▪ A sense of balance and perspective</li> </ul> |
| <b>EDUCATIONAL ACHIEVEMENTS</b> | <ul style="list-style-type: none"> <li>▪ Competent use of English</li> </ul>  |

***All employees of Radford Primary Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.***



Emma McCann – Executive Headteacher  
Laurence Saunders Road  
Coventry  
CV6 1HD

## Lunchtime Supervisor Grade 1 - £2,556

5 hours per week Monday to Friday 12 midday to 1.00pm. Term Time Only

### How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

We are looking to appoint a **Lunchtime Supervisor** you will be responsible for working with small groups of pupils within the classroom as well as a class support.

We are seeking to appoint a dynamic and inspirational Lunchtime Supervisor.

We are looking for someone with;

- An attractive personality to whom pupils respond
- Energy and enthusiasm
- Self-motivated and hard working
- Able to work independently but also a good team member
- A sense of humour
- A sense of balance and perspective

Staff at Radford Primary Academy will take responsibility for ensuring that you receive high quality induction and support.

### How to apply

If you are ambitious for yourself and want to be part of our school at this really exciting time then we would like to meet you. Please complete the application form on the MAT website and a letter of application and send it electronically to: [rpaandssprecruitment@sidneystingeracademy.org.uk](mailto:rpaandssprecruitment@sidneystingeracademy.org.uk)

[no hard copies to be sent in the post].

Closing Date: Friday 28<sup>th</sup> June at midday

Interview Date: w/c 1<sup>st</sup> July 2024

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*