



Sidney Stringer
Multi Academy Trust



LUNCHTIME SUPERVISOR JOB PACK

Information Pack

Working Together to Achieve Excellence For All



A WONDERFUL PLACE TO LEARN AND A GREAT PLACE TO WORK!:

Welcome to Riverbank Academy – A Message from the Headteacher & our Academy!

Thank you for your interest in joining Riverbank Academy. As a prospective member of our team, we are excited to introduce you to our school and what makes Riverbank such a special place to work. We are a caring, creative, and motivated school community, with a strong commitment to safeguarding and student wellbeing.

Our vision is simple: we want all our students to make exceptional progress and lead happy, fulfilled lives. To achieve this, we offer a carefully planned curriculum focused on developing independence and employability skills, with every student at the heart of everything we do.

Since becoming part of the Sidney Stringer Multi Academy Trust in 2015, Riverbank has grown and evolved significantly. We now serve a broad spectrum of learning needs, from moderate to profound and complex, and have developed innovative facilities and programs to support our students. Our staff play a vital role in shaping our positive and inclusive culture, and we are proud of the supportive, collaborative environment we have created for both our students and our team. We hope you will join us in continuing this journey and helping our students achieve their full potential.

Collaboration is at the heart of the SSMAT, with all schools working closely together to:

- Share best practices and resources.
- Offer a seamless educational journey across different stages.
- Support the professional development of staff.
- Ensure all students receive an outstanding education, reaching their full potential.



David Lisowski - Headteacher

JOB DESCRIPTION

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

LUNCHTIME SUPERVISOR

JOB PURPOSE

- Preparing the dining area before lunch, setting up tables and chairs, and clearing up afterward
- Ensure children are safe and well-behaved during lunch, whether they are eating in the dining room, in clubs or playing outside



KEY TASKS & RESPONSIBILITIES:

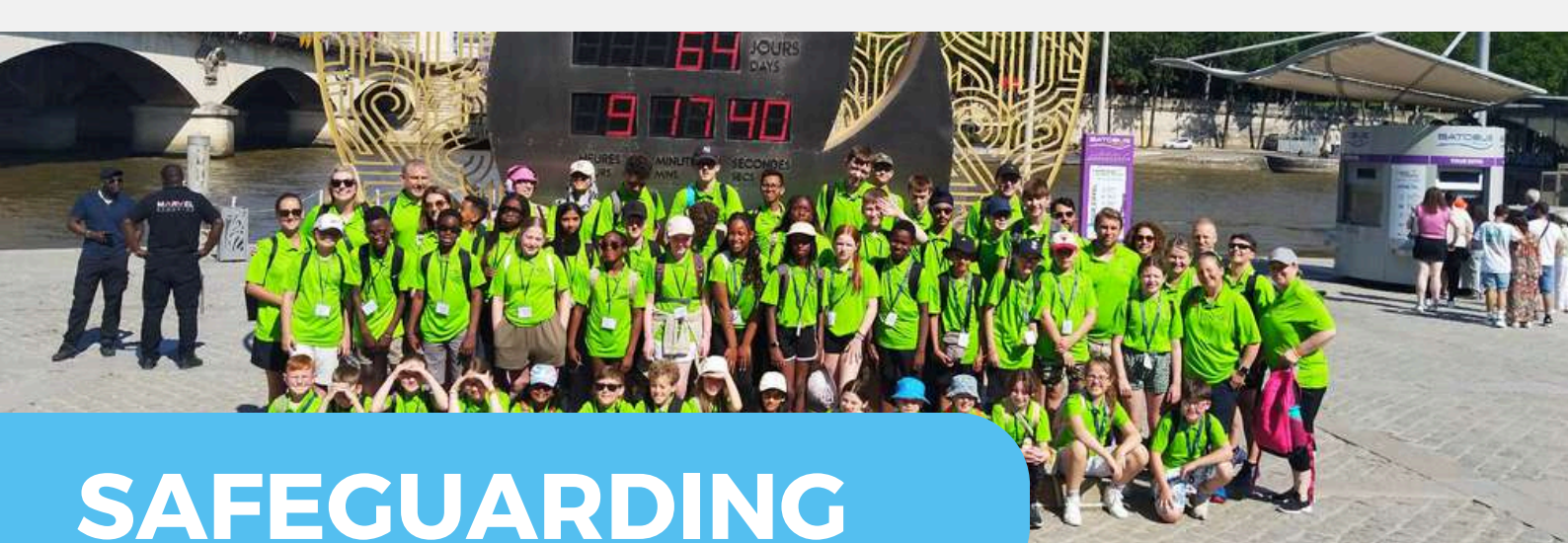
- To undertake supervision of pupils during the lunchtime session in the dining room.
- Helping children with their food, supervising distribution, and clearing away.
- To supervise toilet areas of the school.
- To supervise and be responsible for children during their lunchtime in the playground or in classrooms if wet.
- To ensure that activity or leisure areas are used appropriately 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.
- And such other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

PERSON SPECIFICATION



Sidney Stringer
Multi Academy Trust

Area	Essential
Knowledge	<ul style="list-style-type: none">• Basic English and Maths (level 1 equivalent)
Skills and Abilities	<ul style="list-style-type: none">• The ability to devise, implement and monitor individual activities• Good inter-personal skills• Good communicator – both with children and adults• Willingness to engage constructively with, and relate to, a range of young people.• Willingness to work effectively with teachers and senior managers in school• A commitment to improving the lives and learning opportunities of young people
Attitudes and Values	<ul style="list-style-type: none">• A personality to whom pupils respond with 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
Experience	<ul style="list-style-type: none">• Relevant work with children or experience of working in a school.
Special Requirements	<ul style="list-style-type: none">• Competent use of English



SAFEGUARDING

All 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 have a duty to keep young people safe and to protect them from physical harm. By accepting 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. 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.



CONTINUED...

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.

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.



Training and Development

The Coventry SCITT 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.



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Multi Academy Trust



HOW TO APPLY:

WE LOOK FORWARD TO RECEIVING YOUR COMPLETED APPLICATION FORM.



VISIT OUR WEBSITE

For further details, an application form, and to apply, please visit our website:
<https://www.eteach.com/careers/riverbankacademy/>



VIA EMAIL

Please send a completed application form electronically to David Lisowski
headteacher@riverbankacademy.org.uk
[no hard copies to be sent in the post].



QUESTIONS?

If you would like any further information or have any questions then please email
headteacher@riverbankacademy.org.uk