

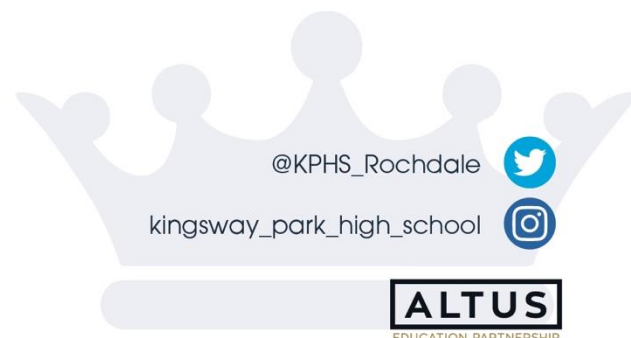


Title: Lunch Time Organiser

Application deadline: Thursday 12th December 2024 at 9.00am

Interview: Monday 16th December 2024

Candidate Information Pack





Dear Applicant

We would like to extend a warm welcome to you in applying for the post of Lunch Time Organiser at Kingsway Park High School.

The school has recently undergone a period of transition and change in its Senior Leadership Team resulting in the appointment of a new Headteacher and other key roles. As part of the Altus Education Partnership, the mission and values that underpin the direction for our school are clear and form a key area of alignment that will be needed for the role. I would encourage you to review these alongside our statement of intent.

“We Co-operate, We Pioneer, We Belong” on our website, as they will tell you all that you need to know as to whether this school is the right place for you. This is so important that we are a right fit for you as much as you are for us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse comprehensive school. We provide an individualised curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need. We seek to nurture and develop the whole child not just ensuring each students academic potential, but also preparing them as a socially responsible citizen who can flourish in society and give back to their local community. We seek to remove those barriers of inequity that prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams. We also respect and recognise that success feels and looks different for each and every one of our students.

This school has soul and a true “family feel.” The staff here work relentlessly in the pursuit of excellence for this community and the students we serve.

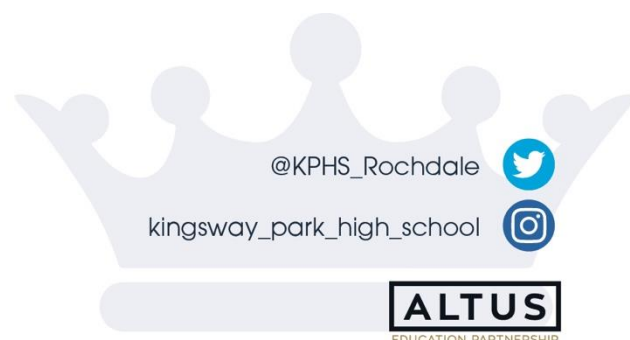
Our challenge is to continue to develop the school’s culture and unique offer while improving aspirations, learning and achievement. This is not something that is possible for any one individual but requires a team of passionate, dedicated and committed staff, supported by a strong and principled senior leadership team. It is only through this collective responsibility and partnership working, that we can achieve a world-class learning experience for all.

If you are excited by what you have read and feel that you can support in elevating Kingsway Park High School, during its next stage of its journey, we look forward to receiving your application.

Yours sincerely



Mr Simon Ward - Headteacher





Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com.

Deadline

The deadline for the post is Thursday 12th December 2024 at 9:00am

Interviews will be held on Monday 16th December 2024

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

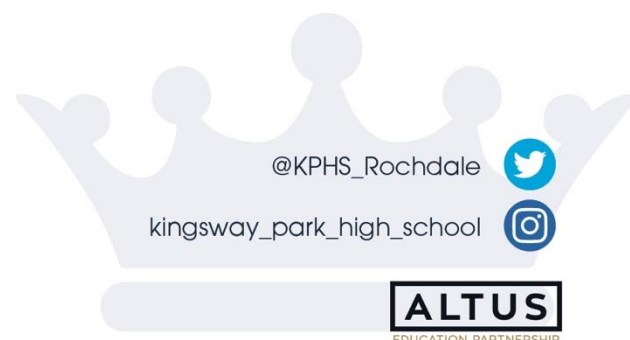
For an Application Pack

1. Visit www.kingswaypark.org or www.altusep.com
2. Contact: recruitment@altusep.com
3. Telephone: 01701 716761

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects





Background Information

Kingsway Park High School

Kingsway Park High School was established in 2010 and joined the Altus Education Partnership in February 2022. We are now a very popular oversubscribed school (1350 students in years 7-11 and 190 staff) located in central Rochdale. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

At Kingsway Park High School we strive to transform students' lives. Through our relationships, we endeavour to instil both resilience and an intrinsic motivation to become confident, creative and highly skilled students, capable of meeting tomorrow's challenges head on. We strive to establish a culture rooted in achievement and progress that encourages our students to grow academically, personally and socially; equipping them with the values of equality, fairness and openness. We pride ourselves on our relentless drive to achieve outstanding, high-quality teaching that provides a safe, supportive and encouraging environment for all our students to be able to realise their academic potential in pursuit of educational excellence.

Altus Education Partnership

The Altus Education Partnership is a Multi Academy Trust and was established in April 2017 by the Governing Body of Rochdale Sixth Form College, an outstanding A-Level provider founded in 2010. The college was awarded Outstanding status by Ofsted in 2013 and has developed a national reputation for excellence, having been used in Ofsted case studies for sharing best practice. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale. In 2019 the Trust was successful in its application to open a new free school, the Edgar Wood Academy, which serves the local community in Middleton and Heywood.

We are committed to supporting all children in their academies to progress to a successful career, life and employment path of their choice.

All our academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all academies in the Trust.

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Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – 'if one fails, we all fail'.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership are committed to their students and demonstrate this through their daily conduct and interaction.

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Job Description

Job Title:	Lunch Time Organiser
Reports to:	Catering Manager
Additional:	As Assigned
Remuneration:	School Support Pay Scale 1 – Actual Salary £5,524
Contract:	Permanent – Term Time only (39 weeks), 10 Hours per week
Start Date:	ASAP

Main Purpose of the Job:

The supervision of the students in the dining areas and elsewhere, including the grounds, as required by the Headteacher.

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures.
2. To contribute to the safety and wellbeing of colleagues.
3. To encourage the development of social skills among the students including eating properly, waiting in turn to be served etc.
4. To effectively communicate with students and staff.
5. To work with the catering team to prepare the dining room for the arrival of the students.
6. To help create an atmosphere so that lunchtime period is a pleasant experience for students and staff.
7. To supervise the side queues, ensuring fair queuing and respectful behaviour towards the catering team.
8. To supervise the dining room to ensure students are sitting down to eat, eating sensibly, behaving calmly, and clearing away their trays and rubbish.
9. To work with the catering team to clear the dining room at the end of each lunchtime.
10. To ensure all tables are cleaned at the end of the lunch sitting.
11. Clean, wipe, sweep and mop all areas of the dining room.
12. To ensure all litter/waste is managed correctly.
13. To be prepared to train as a first aider and report any accidents through the correct channels.
14. To supervise outside areas if asked to do so.
15. Maintain high personal standard of dress, behaviour, and hygiene and to set a positive example to students.
16. To undertake training, by agreement, outside working hours; if necessary.

To undertake other duties as required

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Person Specification

No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	To possess first aid certificate or willingness to participate in relevant training and any other training that is essential for the role.	E	✓	
2.	Basic food hygiene qualification or awareness of how important this is within the environment.	E	✓	
EXPERIENCE				
3.	Working in a team environment but also experience of working alone and using own initiative.	E	✓	✓
4.	Experience of working in a busy environment, adhering to all health and safety practices.	E	✓	✓
5.	Able to always remain calm and patient.	E	✓	✓
6.	Capable of moderate physical activity including cleaning, mopping, sweeping, and ensuring areas are always tidy. Awareness of the importance of high standards.	E	✓	✓
7.	Experience of working with children, able to supervise and give instruction when needed.	E	✓	✓
8.	Experience of promoting a positive ethos and role model positive attributes.	E	✓	✓
ABILITIES, SKILLS, AND KNOWLEDGE				
9.	Ability to communicate effectively particularly when dealing with staff and students.	E	✓	✓
10.	Ability to build and maintain good rapport with students treating them consistently, with respect and consideration and demonstrate concern for their development as learners.	E	✓	✓
11.	Demonstrate and promote the positive value, attitudes, and behaviour you expect from the students.	E	✓	✓
12.	Ability to carry out manual handling duties.	E	✓	✓
13.	Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing.	E	✓	✓
14.	Understanding the importance of working within all health and safety protocols.	E	✓	✓
PERSONAL CHARACTERISTICS				





15.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	✓	✓
16.	Willing to be accountable and to take personal responsibility for own actions.	E	✓	✓
17.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	✓	✓