

Welcome to Hayfield Cross Church of England School.
A brand new Primary School serving a brand new community.



Dear Prospective Applicant.

Thank you for your interest in the role of Lunchtime Supervisor in our brand new school. We are looking for an enthusiastic, hard-working individual who will be committed to ensuring that every moment the children spend at Hayfield Cross is the very best it can be. We expect everyone in our school to work hard and the successful candidate will have high expectations of both themselves and the children.

Hayfield Cross Church of England School is situated along the Cranford Road between Barton Seagrave and Cranford. It is a huge undertaking that, when complete, will include 5500 houses, businesses, four primary schools and a secondary school. Information about the project can be found on the Kettering Borough Council website: www.kettering.gov.uk/eastkettering. Our school is the first building being built on this huge development and so will be a key focus for the growing community around it. We are proud to be a Church of England School supported by two local churches (Christ the King and St. Botolphs) so we will also be a hub of Church activity in the growing community.

Yours sincerely

Craig Charteris

Craig Charteris MA, BA(Ed), CPSE, NPQH
Head Teacher



Lunchtime Supervisor Required

Requirements

We are looking for an enthusiastic and brilliant Lunchtime Supervisor to become the newest member of our team. Hayfield Cross is a brand new school which opened in September 2015 and is growing. As part of our new and expanding team we need and expect everyone to be totally committed to providing the very best education for all children and willing to go the extra mile every day to make our school a success.

The right person for Hayfield Cross will:

- Be positive with a can do attitude and a smile.
- Have the ability to deal professionally and sensitively with children, parents and teachers.
- Be prepared to develop a range of positive behaviour management skills.
- Have good communication skills.
- Great teamwork skills, a good sense of humour and a willingness to "go the extra mile."
- Have a willingness to undertake further training as required.

At Hayfield Cross Church of England School we are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check, references and other checks.

Description

This is a unique opportunity for a talented and committed individual to join our new team creating a brand new school and helping to build the newly forming community surrounding it. The school opened in September 2015 and currently has 13 classes (Years R to 6). Next year we expect to have 14 classes and will continue to grow until it reaches its full capacity of 420 pupils, aged 4 to 11 over the coming years.

The role is primarily to provide a safe environment for the children and to be responsible for supervising and assisting them over the lunchtime period. It will include the:

- Setting up of the hall ready for lunch which includes putting out tables and benches
- Supervision of the children while eating
- Clearing away of tables and cleaning up the hall
- Supervision of the children at playtime including playing and leading games with the children and supporting them to resolve issues.
- Ensuring children are actively occupied during wet playtimes.

The post is for 8.33 Hours per week from 11:40am -1.20pm (times may vary 10 minutes either way) Monday to Friday for 38 weeks/year

Pay Scale: LGSS C Scale - Point 2 pro rata – the salary is quoted as full time equivalent. This is a part time post and will be paid pro-rata).

For more information about our school please visit our website www.hayfieldcross.org.uk

Application Packs can be downloaded from our website <http://hayfieldcross.org.uk/index.php/welcome-to-our-school/join-teamorange>

We would like the successful candidate to start as soon as possible following checks being completed. This will be an open application process so applicants will be considered on a regular basis and successful applicants will then undergo a full interview recruitment process.

Lunchtime Supervisor Application Pack

Job Title:	Lunchtime Supervisor	Job Category:	Mid-day Supervisor
Location:	Hayfield Cross Church of England School	Travel Required:	No
Level/Salary Range	Scale point 2	Position Type:	Permanent Part Time Pro Rata
Date Posted:	22 September 2021	Closing Date:	Open

HOW TO APPLY

Along with your application form for your supporting statement please write no more than one side of A4 pages outlining any relevant information on these bullet points:

- Any prior experience of working with children, especially in a school setting
- Values education and the difference it makes to children's lives
- Has initiative and is proactive in spotting problems and solving them
- Good communication skills and working within a team
- Ability to ensure all statutory health and safety requirements are met
- An understanding about confidentiality and safeguarding in school.

Applications **MUST** be made using the standard application form provided

Please note that we are committed to safer recruitment and safeguarding and all offers of employment will be conditional pending references, enhanced DBS and medical checks.

Applications should be returned as soon as possible

electronically or by post to:

Dawn Fraser
School Business Manager

bursar@hayfieldcross.org.uk

Hayfield Cross Church of England School
Hanwood Park Avenue
Kettering
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