



Candidate Information for Mealtime Supervisor (Starting as soon as possible)

CHC Federation

Claremont Primary School, Claremont Road, London, NW2 1AB & Childs Hill School, Dersingham Road, London, NW2 1SL

<https://www.claremontprimary.barnet.sch.uk/> <https://www.childshill.barnet.sch.uk/>

@Claremont_NW2

@Childshillprimary



Welcome from the Executive Headteacher

Dear Future Colleague

I am delighted that you are interested in joining our team.

I am proud to be the Executive Headteacher of CHC Federation, serving the NW2 community. Claremont and Childs Hill are happy thriving 2 form entry schools and we are proud to be part of The Elliot Foundation Academies Trust.



We have an inclusive and progressive approach to learning, wellbeing and imagination of every pupil in within our diverse, caring and harmonious schools and ARPs (Additional Resource Provision for autism). Our schools have a strong caring ethos, whilst at the same time having a clear focus on the pupils' learning and progress. Everyone in our schools are committed to ensuring that our children feel safe, happy and valued as well as ensuring they achieve their very best and develop a lifelong love of learning. We work hard to provide a rich and varied curriculum to give our children experiences they will remember and benefit from through their lives. Our federation aims to achieve a clear and simple goal. We teach all of our children to value their learning, be proud of themselves and to empathise with others. We ensure they see the worth and transformative power of creativity.

At the heart of both our schools is our restorative approach to behaviour management where shared values, a caring attitude, good relationships and a sense of belonging are key factors. It is central to who we are and it permeates all areas of school life.

If you think you can contribute to our aims and ambitions we would love to hear from you. Working in education is a rewarding vocation and you will be joining a wonderful team determined to provide an outstanding education for our pupils.

Dan Hawkins
Executive Headteacher



Job Description & Person Specification

Purpose of the Job:

To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break.

To work as part of a team in liaison and co-operation with class teachers, other lunchtime leader, other mealtime supervisors and kitchen staff.

Key Duties:

Duties and responsibilities include that may be carried out. This list is not exhaustive.

- To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break.
- To supervise the entrance and exit of children from the dining area(s).
- To set up and lay the tables for lunchtimes and to wipe trays in dining hall.
- To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures.
- To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate.
- To check packed lunch boxes for allergy related items, such as nuts.
- To be aware of any child's specific dietary needs, such as allergies, intolerance, cultural or religious.
- To be aware of and cater for any child's additional support needs, such as autism, diabetic etc. during the mealtime break.
- To support child's independence by encouraging good social behaviour at mealtimes, such as correct use of cutlery, noise levels.
- To deal with any disagreements between children in a fair manner.
- To look out for and report any child who is isolated or upset to the appropriate person.
- To report any incident with child(ren) to class teacher and complete incident report/alert form.
- To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety Statements.
- To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying.
- To supervise older children who assist/mentor younger children at mealtimes.
- To initiate play activities in playground.
- May be the qualified first aider and administer first aid as appropriate after training.
- To promote and encourage positive behaviours ie, follow the "Golden rules" and promote TEFAT values.



Job Description & Person Specification



Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> No formal qualifications required Good numeracy and literacy skills 	<ul style="list-style-type: none"> First aid training Food safety knowledge Knowledge of cultural and religious dietary requirements Knowledge of food allergies
Experience	<ul style="list-style-type: none"> Experience of supervising children as a parent or carer 	<ul style="list-style-type: none"> Experience of volunteering or working in a school or other caring establishment
Knowledge & Skills	<ul style="list-style-type: none"> Excellent communication skills Ability to work quickly and use initiative Ability to maintain high level of confidentiality Ability to establish professional boundaries with parents/carers, children and other professionals Ability to engage with children through play and games Managing the behaviour of groups of children 	<ul style="list-style-type: none"> Knowledge of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying etc.
Personal Qualities	<ul style="list-style-type: none"> Committed to putting children first A calm, relaxed manner Ability to work well as part of a team Excellent attendance and time keeping Enthusiastic and positive attitude Ability to emphasize with the needs of children Be committed to the inclusion and equality for all Be willing to participate in essential training ie, safeguarding, first aid, health & Safety 	



Salary, Hours & Employee Benefits

Salary: Barnet SCP2
Approx (£13.55 per hour)
Actual salary (£5,080.08)

Working Hours: 7.5 hours per week (11.30am-1.00pm) Monday to Friday
Term time only(39 weeks in total)

Employee benefits include: Access to an Employee Assistance Programme; cycle to work scheme and tech purchase scheme.

How to apply

If you are interested in applying for this role, please download an application form from the website and return your completed application form to head@claremontprimary.org

Closing Date: Monday 16 September 2024 @ noon

*Although this is our intended interview date, in certain circumstances this may be subject to change

Safer Recruitment: We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this.

Appointment to this post will be subject to satisfactory safeguarding pre-employment checks, including a Barred List check, Disclosure and Barring Service check and references. Find out more about our [Safeguarding policies](#).

Please note, it is a criminal offence to apply for this post of employment if you are barred from working with children and young people.





TEFAT Values

Put children first

We trust and value your professionalism

We share the responsibility for the learning and welfare of all of our children

Our purpose is to improve the lives of children

Be safe

Don't assume that someone else will do it

Look after yourself, your colleagues and all children

We are all responsible for each other's safety and well being

Discuss any concerns with an appropriate member of staff

Be kind & respect all

People are allowed to be different as are you

Kindness creates the positive environment we all need to flourish

This kindness should extend to ourselves as well as to others

Be open

If you can see a better way, suggest it

If someone else suggests a better way to you, consider it

We exist to nurture innovators and support those who take informed risks in the interests of children

Forgive

We all make mistakes

Admit them, learn from them and move on

Make a difference

Making the world a better place starts with you

Model the behaviour that you would like to see from others



The Elliot Foundation Academies Trust

The simple fact that you are considering a job with a school in The Elliot Foundation, and you wouldn't be reading this if you weren't, makes you one of the good guys. You can't succeed in primary education without a belief that tomorrow can be made better than today by investing in our young people. So can I start by saying thank you. But the real reward will be the job itself. There are few things more optimistic and rewarding than working in a primary school on a daily basis where you get to see the remarkable things that young children can achieve when we believe in them and support them.

I am not saying that there won't be difficult days or even difficult terms as all of our schools serve communities with significant levels of challenge and the Covid pandemic has made things much harder. But you will be part of a supportive family that believes in you as much as we believe in children. Indeed our children can't and won't thrive if our staff are not nurtured and grown.

The Trust consists of 29 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands). Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills often in more than one school. If you have the ambition for yourself and the children in your care we will take you as far and sometimes further than you believed possible. I look forward to working with you.

Hugh Greenway
Chief Executive Officer

