



**Westlands  
Nursery School**

**Midday Meals Supervisor  
INFORMATION**



## CONTENTS

Job Description	Pg 3
Person Specification	Pg 4
Overview of Swale Academies Trust	Pg 5
Application Process	Pg 6
Safeguarding	Pg 7

# JOB DESCRIPTION



**Job Title:** Midday Meals Supervisor  
**Salary:** SAT A  
**Responsible to:** Senior Midday Meals Supervisor

## **Purpose of the Job:**

To supervise and help the pupils outside and when required during mealtimes, to ensure their wellbeing and maintain their safety.

## **Main duties and responsibilities (Accountabilities):**

- Working with other supervisors, patrol and supervise the playground or field to ensure safety and appropriate behaviour is observed. In the event of inclement weather at lunchtime, supervision will be within the classrooms and other areas in the school building.
- To interact in a positive manner to support children and arbitrate in minor incidents of conflict. To mediate both sides of the argument and to treat each case individually and fairly.
- To report any issues regarding Health and Safety or serious misbehaviour to one of the Senior Midday Meal Supervisors.
- Operate a first aid service (training will be given) during the mealtime to deal with any accidents that occur safely and quickly.
- When required to ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
- When required ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Check that pupils have or are provided with a drink.
- When required assist the pupils, as necessary, during the meal break e.g. open yoghurts, cartons etc. Help with spillages, cutting up food and caring for pupils' personal needs.
- When required, ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment.
- Other related duties as required.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION



Qualifications	Essential / Desirable
Is First Aid trained or is willing to undergo training.	D
Experience	
Experience of working in school, or in other child related roles.	D
Knowledge & Skills	
Good command of the English language.	E
A willingness to learn.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
An understanding and knowledge of various need types and how to meet those needs.	D
Personal Qualities	
Team player.	E
Initiative.	E
Communication skills.	E
Commitment to the role.	E
Is able to demonstrate flexibility.	D

# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## **Swale Academies Trust – Schools**

### **Primary**

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### **Secondary**

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### **Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne**

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Miss Jo Head  
Westlands Primary School  
Homewood Avenue  
Sittingbourne  
Kent  
ME10 1XN

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
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ME10 1JS

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