



Candidate Pack Midday Supervisor

£11.59 per hour
Monday – Friday: 1 hour 20 mins daily TBC
Part Time Considered





Welcome

Dear Candidate,

I am delighted you have chosen to find out more about the vacancies within our teams at Crossdale Primary and Keyworth Primary & Nursery School. We are looking to appoint two Midday Supervisors; one in each school.

In our schools, we take great pride in the work we do; shaping lives and supporting every child to fulfil their potential and discover new talents. We are caring and tolerant; everyone is valued for their individuality, culture and heritage. We want all of our children to feel happy, safe and secure in school. Our aim is to create an environment that meets the needs of every child and celebrates and encourages success.

We deliver an exciting and engaging curriculum, one which makes links between subjects to motivate children and develop a passion for learning. Our curriculum provides experiences that open a wealth of opportunities for all children to explore and deepen their understanding of what they are studying. We want children to leave us with all the skills they need to be successful in every aspect of their lives. We want every child to develop the self-belief that they can be successful and achieve great things!

We know that we can only achieve the best for a child through close co-operation between home and school. Parents are always welcome in school, and we always try to make ourselves available to discuss any aspect of a child's development.

We would be delighted to show you around our schools, so you experience the positive atmosphere and see the amazing children we have here and the wonderful work that they do.

Kind regards,



Peter Cresswell (Executive Headteacher)

The Position

The Governors of Crossdale Primary School and Keyworth Primary & Nursery School are looking to appoint committed colleagues to join our teams as Midday Supervisors. **We have two positions available, one in each school.** The successful candidates will demonstrate a commitment to team working and supporting the school's ethos and values. This role is hugely important for children and their parents - a positive, enjoyable and safe dinner hour is a crucially important part of their day-to-day school, life.

At Crossdale Primary and Keyworth Primary we pride ourselves on our positive ethos and enjoy fantastic backing from our school community. We can offer the successful candidates high levels of support and the opportunity to work within a skilled, motivated and friendly staff team.

Staff well-being is of paramount importance to us, and we always remember that all team members are human beings first with their own families and situations outside of work.

We encourage applicants to come for a visit, especially if you do not know the school. Visits can be arranged:

- office@crossdale.notts.sch.uk or phone 0115 974 8088
- schooloffice@keyworth.notts.sch.uk or phone 0115 9748005



Midday Supervisor

£11.59 per hour

Monday – Friday: 1 hour 20 mins daily TBC

Part Time Considered

How to Apply

Should you wish to apply for the post, please visit our trust's vacancies page - <https://equalstrust.face-ed.co.uk/vacancies> .

Please clearly state in your application why you are the right person to join our team – this candidate pack will give you a strong idea of the type of person our children need. A visit to the school would give you further information to support your application.

Closing Date/Interviews

We will consider applications as they arrive and contact candidates about interviews.

Referees will not be contacted without the express permission of candidates and only if you are invited for an interview.

Please be aware that by contacting Equals Trust about this role, or applying, your data will be held in accordance with our Privacy Policy.

Safeguarding Commitment

Crossdale Primary School and Keyworth Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to satisfactory relevant safer recruitment and DBS checks and suitable references in line with our safeguarding policy. All applicants must have the right to work in the UK. Please be aware that online searches will be conducted on all shortlisted candidates.

Equals Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts across the multi academy trust.

Job Description

CORE REQUIREMENTS OF THE POST: To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the school lunch breaks.

- Supervise pupils in the dining hall
- Control queues to dining areas
- Where required, mark register, issue and collect tokens
- Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service
- Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary
- Supervise return of used trays, crockery and cutlery by the children
- Ensure that tables are left clean for the next occupant
- Ensure dining areas are left clean and tidy
- Assist as required to relieve any 'bottle neck' at the cash till
- Arrange supervision to allow movement amongst the children within the area covered
- Ensure acceptable standards of behaviour are maintained
- Minimise the likelihood of children hurting themselves, others or damaging property
- Supervising pupils in classrooms during bad weather
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school



Person Specification

	Essential	Desirable
Qualifications	n/a	<ul style="list-style-type: none"> - Good literacy and numeracy skills gained from general education or equivalent experience. - Childcare qualification
Experience	n/a	<ul style="list-style-type: none"> - Experience working with children
Knowledge and understanding	n/a	<ul style="list-style-type: none"> - Knowledge of the importance of safe, enjoyable lunch breaks - Awareness of additional needs children might have - Knowledge of strategies to engage children and support positive behaviour. - Knowledge of ways to engage children in positive play
Skills	<ul style="list-style-type: none"> - Organised - Team worker - Good communicator 	<ul style="list-style-type: none"> - Knowledge of organising and promoting positive play times games
Personal characteristics	<ul style="list-style-type: none"> - Well-organised, able to independently - Reflective over practice - Committed to our school community and passionate about providing the best for every individual child in your care - Honest with all stakeholders - Approachable and empathetic with all stake holders - Resilient - Flexible approach to all aspects of school life - A team player, able to work within a close and supportive staff group - An proactive communicator - A positive and enthusiastic approach to all aspects of school life - Creative problem solver - Confidential 	<ul style="list-style-type: none"> - Sense of Humour - Sociable - kind

EQUALS TRUST

Equals Trust is a Multi-Academy Trust which is comprised of thirteen primary schools. The Trust was founded in September 2016 with the aim of allowing member schools to **maintain their ethos and unique identities** within a tight local network, with strong **mutual accountability, shared support services** and a strong **collaborative approach** to staff development and school improvement. Equals Trust was established by headteachers who still work withing the Trust.

Equals Trust passionately believes that collaborative working raises educational standards and improves life chances for students within the Trust partnership.

For more information please visit our web site: www.equalstrust.org

