



**Lunchtime Supervisor**  
**Waterhouses CE Primary Academy**  
**Permanent, 38 weeks**  
**6.25 hrs per week (Monday-Friday)**  
**Days Negotiable**  
**Scale 1 - £3,409- £3,462 Pro Rata (£23,979- £24,350 FTE)**

QEGSMAT are seeking to appoint an enthusiastic Lunchtime Supervisor to join our hardworking and high achieving team at Waterhouses CE Primary Academy.

Our school is in the village of Waterhouses between Ashbourne and Leek. Our semi-rural location means we are a small school catering for approx. 100 pupils, 3-11 years. Our school was built in the 1950s and we continue to develop our outside areas including a Forest School provision. We also have an onsite swimming pool which all our pupils use as well as being open for public use in the afternoons and evenings.

We are looking to develop the activities available to our pupils during their lunch time and are therefore seeking enthusiastic, outgoing role-models for our pupils.

Waterhouses CE Primary Academy is a proud member of QEGSMAT. The Trust's values are for pupils to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

**Why work for us?**

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.

- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 26.2% for Staffordshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 0538 308356. Further details about our school can be found on our website: <https://waterhouses.staffs.sch.uk/>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

**Closing date for applications: Sunday 5<sup>th</sup> January**

**Interview date: TBC**

**Salary: Scale 1 - £3,409- £3,462 Pro Rata (£23,979- £24,350 FTE)**

**Potential Start date: TBC**



## **JOB DESCRIPTION**

- Post:** Lunchtime Supervisor
- Responsible to:** Head Teacher /DSL
- Grade/salary:** Scale 1 - £3,409- £3,462 Pro Rata (£23,979- £24,350 FTE)
- Post objective:** To ensure the safety and welfare of students during the Lunchtime break.
- Disclosure level:** Child workforce – Enhanced including Child Barred List

### **DUTIES AND REONSIBILITIES:**

- Supervise students throughout the Lunchtime break;
- Supervise the dining hall throughout the lunch period promoting good behaviour and a calm atmosphere;
- Ensure students clear their tables of dirty dishes and dispose of their litter in the receptacles provided;
- Wipe clean dining tables and clean up any spillages hazardous to students and staff;
- Deal with any unacceptable/challenging behaviour in line with school policy;
- Support the school by enforcing all school rules.
- Occupying pupils in various games and activities in the playground
- Assist with cleaning the dining hall at the end of lunchtime
- Any other duties as and when required

### **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Keeping Children Safe in Education initiatives;
- Understand and comply with the school's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the school's Equal Opportunities Policy;
- Understand and comply with all other relevant school policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification – Lunchtime Supervisor

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children</li> <li>• Ability to work flexibly</li> <li>• Willingness to attend meetings and access training to support role and responsibilities</li> <li>• Be able to deal with matters sensitively and confidentially</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to carry out manual handling tasks</li> <li>• Have related childcare or child carer training</li> </ul>	Application Interview
<b>Experience &amp; knowledge</b>	<ul style="list-style-type: none"> <li>• Working in a team</li> <li>• Being a paid/unpaid worker in play schemes, creches, midday supervision, after-school clubs or similar</li> <li>• A commitment to safeguarding and to the welfare of all children, Motivate, initiate and play games with children, communicate effectively with both children and adults.</li> <li>• Working knowledge of equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children</li> <li>• Managing the behaviour of children</li> <li>• Health and Safety</li> <li>• First Aider</li> <li>• Midday Supervisor experience</li> <li>• Have some knowledge of playground games</li> </ul>	Application Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed to personal and professional development with a willingness to undertake training necessary to enhance service delivery</li> <li>• Calm &amp; friendly manner, enthusiastic, ability to adapt to a variety of situations, ability to use initiative, able to evaluate own learning needs and seek learning opportunities, self-motivated and a good team player, ability to work under pressure, and to work positively with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post.</li> </ul>	Application Interview