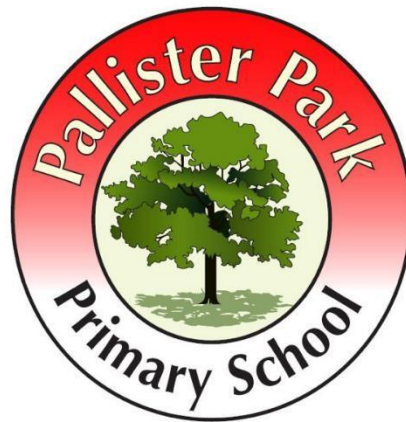


# Recruitment Pack



## Midday Supervisor



## Welcome from Our Children 1<sup>st</sup> MAT

Dear Applicant

Thank you for applying for a position to work at our Trust

At Our Children 1<sup>st</sup> we quite simply put children at the heart of everything we do. We work hard to give every child the very best start we can. We offer outstanding teaching and learning, exceptional care and support. We believe in fairness and equality of opportunity. We believe that every child has the right to an excellent education, irrespective of their background or the challenges they face.

All our staff, regardless of their role, work together to ensure we provide the best possible education and experiences for our children. We create a caring, supportive school where we strive to meet the individual needs of all our children and equip them for a successful future.

Therefore, if you are successful, you will be joining a dedicated team who work hard to ensure our school is a welcoming, positive and exciting environment to belong to.

Enclosed in this pack you will find;

- Job Advert
- Job description and person specification
- Safeguarding information
  
- How to apply

The job application form is a separate document for you to complete and return to us.

Thank you again for your interest in our post, and good luck with your application.

Please note, previous applicants need not apply.

Kind regards,

Heather Adams

Head Teacher

## Job Advert

Post Status	Permanent (subject to satisfaction probation)
Start date	ASAP
Actual Salary	£
Grade	NJC
Working Hours	10 hours per week 11.30/1pm 5 days a week
Contract term	Term Time only
Line Manager	Senior Midday Supervisor

**OC1st Academy** are looking to appoint a talented and enthusiastic **Lunchtime Supervisor** to join our supportive and hardworking team. The successful candidate will be working with children, establishing positive relationships with pupils and promoting a caring, secure environment.

The Lunchtime Supervisor is required to work as part of a team, building positive relationships with students. Supervising students on the school site during the lunchtime break, including the dining room and outdoor play areas. Lunchtime supervisors assist in securing the health, safety, and good conduct of students. Employees in this role will be involved in supervising activities, as well as helping to teach children the importance of positive eating habits and table manners.

- Highly motivated and committed
- Well organised and punctual with a professional attitude to work
- Willing to work as part of a hard-working, dedicated team
- Positive, proactive, who is willing to work flexibly to meet changing needs
- Be a dynamic member of school life and actively subscribe to the school ethos

The role is initially 10hrs per week/5 days per week, 11.30-1.30pm however these hours will be reviewed on a regular basis.

Although experience is desirable it is not essential as the school is looking for a highly motivated, flexible individual who is willing to develop themselves and is committed to supporting our children.

Please contact Mrs Nicola Russell on 01642 242174 for more information regarding this post.

Additional information about our school can be found on our website,

[www.pallisterparkprimary.co.uk](http://www.pallisterparkprimary.co.uk)

## Job Description: Midday Supervisor

### **Job Title:**

Midday Supervisory Assistant

### **Job Purpose:**

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

### **Duties:**

- ensure that pupils wash their hands before they eat;
- escort pupils to and from the dining area, as necessary;
- ensure that pupils having a school lunch are in the dining hall at the correct time;
- help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary;
- assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
- supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;
- report to the Senior Midday Supervisor any child whose diet may give rise for concern;
- take charge of groups of children in the playground or the classroom, depending on the weather;
- devise and initiate constructive play opportunities for children when required;
- ensure that children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- help children acquire social skills;

- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules;
- liaise effectively and professionally with staff, teachers and parents, as required
- attend training, as required.

## Job Description: Midday Supervisor

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children (paid or voluntary).</li> <li>• Experience of working within a school environment.</li> <li>• Working within a team and independently</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Appropriate level of literacy skills.</li> <li>• Ability to demonstrate a willingness to attend appropriate training and development.</li> <li>• Health and Safety awareness including First Aid.</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills (listening, orally and in writing).</li> <li>• Ability to supervise and meet the needs of children.</li> <li>• Ability to manage the physical effort of moving / handling tables and chairs.</li> <li>• An understanding of safeguarding.</li> </ul>

## How to Apply

Our Children 1<sup>st</sup> Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Application forms can be found on our website [www.pallisterparkprimary.co.uk](http://www.pallisterparkprimary.co.uk)

Return your completed application to [recruitment@oc1st.co.uk](mailto:recruitment@oc1st.co.uk)

If you are unable to submit an electronic application form, printed copies should be posted or hand delivered to Pallister Park Primary School, for the attention of Mrs Russell.

## Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring an original form of identification, such as Drivers licence, Passport, photocopies will not be accepted.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

The format of the interview day will be outlined in the invitation for interview and usually involves a formal interview and a written task, although this may vary depending on the requirements of the post at the time.

### Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

### General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request information that we hold.

## Safeguarding

Our Children 1<sup>st</sup> are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children may be especially vulnerable to abuse e.g., those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

### [Keeping Children Safe in Education 2023](#)

#### [Keeping children safe in education](#)

The Trust pays full regard to DfE guidance 'Keeping Children Safe in Education 2023'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, social media checks and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

### [Safeguarding Children & Young People](#)

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child



protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children.

## Criminal record declaration form for jobs exempt from the Rehabilitation of Offenders Act (ROA) 1974

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

Before completing this form, it is important that you review the Ministry of Justice Guidance on the rehabilitation of offenders, which can be found here -

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act1974>.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions 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 2020).

**For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’).**

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence.

All cases will be examined on an individual basis and will be explored further during the interview process. It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal by the Trust.

### **Criminal record declaration form (exempt positions)**

If you are unsure about how to answer the questions on this form, please **contact Nacro's Criminal Record Support Service on 0300 123 1999 or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

**Surname:**

**First name:**

**Do you have any unspent convictions or conditional cautions?**

**Yes**

**No**

Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

**Yes**

**No**

Do you have any unspent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?



## USER NAME REQUEST FORM

### Online Background Checks

In accordance with Keeping Children Safe in Education 2023 guidance, we will conduct online background checks on all shortlisted candidates.

Please provide usernames or links to all your social media and professional profiles, such as:

Facebook

Twitter

LinkedIn

Personal Website or Blog

This information will allow us to complete necessary suitability safeguarding checks. Your details will be handled sensitively and deleted after the recruitment process ends, in compliance with GDPR (General Data Protection Regulations).

If you have any concerns about providing profile information, please contact us to discuss alternatives. We aim to carry out thorough candidate assessments while respecting privacy. Our top priority is keeping children safe.

WEBSITE	USERNAME
<i>Example: Facebook.com</i>	<i>Your username can be found by clicking the 3 dots next to edit profile and scrolling down to username link</i>
<i>Example: Instagram</i>	<i>John_smith1981</i>

