



EARLY YEARS LUNCHTIME SUPERVISOR

SALARY: £9 PER HOUR

MONDAY – THURSDAY, 11:30
AM – 1:30 PM, TERM TIME
ONLY

TO START: SEPTEMBER 2019

EARLY YEARS LUNCH TIME SUPERVISOR

St Michael's Prep School is a co-educational day school with approximately 440 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

Are you looking for a new challenge? Working in our purpose built Pre-Prep building you will be working as part of a dynamic team providing the best care and the most wonderful experiences for our Pre-Prep children. We are looking for an organised individual who loves enabling our very youngest children to enjoy their meal time. Our Pre-Prep staff are committed to giving our children the best start in their education.

To apply, please send a covering letter together with a completed non-teacher application form (downloadable from our website) to Kim d'Albertanson at recruitment@stmichaels.kent.sch.uk

Application deadline: Monday, 17th June 2019 at 9am

Interviews to take place: W/C 24th June 2019

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service



JOB DESCRIPTION

RESPONSIBLE TO:

- Heads of Nursery & Kindergarten
- Head of Pre-Prep
- The Head
- Governing Body

JOB PURPOSE

- To further develop and oversee the provision / service of high quality lunch, ensuring the smooth day-to-day running of the service and offering support and care to children.
- To work with and support staff in all aspects of the service to ensure effective delivery, which meets the identified needs of users.
- To clear up after lunch has been served, ensuring hygiene standards are met.

KEY RESPONSIBILITIES

- Ensure children are served lunch and assisted where necessary
- Clear up after lunch, ensuring waste is disposed of in the correct manner
- Sweeping the floors and cleaning the tables at the end of lunch
- Ensure equal opportunities and high quality access to the service.
- Take an active role in the safeguarding of children at Pre-Prep at all times.
- Take part in regular team meetings.
- Ensure that all aspects of regulation and guidance are met and that school policies and procedures are followed.
- Participate in ongoing training and development.
- Be aware of issues of confidentiality & the new expectations of GDPR.
- Maintain a positive ethos within the Pre-Prep and employ positive behaviour management strategies as appropriate.
- Maintain effective and appropriate communication with colleagues, parents and children
- Maintain high standards of food hygiene at all times.
- Support staff induction.
- Ensure the health, safety and wellbeing of children attending the service through the application of risk assessment, fire drills and health and safety procedures. Record and report as appropriate.



OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate
- good at using their initiative
- good at making decisions

Our Early Years lunch supervisors need to have:

- a warm and encouraging manner
- experience of working with Early Years children
- energy
- commitment
- patience
- initiative
- an enhanced disclosure via the DBS (which the school would facilitate)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- the strength to work with challenging behaviours
- a sense of humour

It is desirable for our Early Years Lunch supervisors to have:

- Paediatric First Aid Certificate (training can be provided)
- Level 1 Food Hygiene Qualification (training can be provided)