

JOB DESCRIPTION

Date

May 17

Job title:

Lunchtime Supervisor

Reporting to:

Headmaster

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Working at St Margaret's Prep

St Margaret's prep was founded in 1946 and is a well-regarded and thriving 11+ day preparatory school. The school is located in beautiful parkland in rural north Essex and has excellent classroom and sporting facilities. St Margaret's pupils are enthusiastic, courteous and happy and while the school is non-selective, academic outcomes are high and the School has an enviable reputation for high academic standards. Pupils leaving the School at the end of Year 6 move to a range of selective independent and local grammar schools. There are currently over 200 pupils in the school.

Job Summary

Supervision of pupils aged 2-11 at lunch time, ensuring safety, welfare and good conduct.
11.45-1.45 Monday to Friday, term time only.

Key Responsibilities

Safeguarding

- Promoting and maintaining the highest levels of safeguarding for all pupils
- Insisting on high standards of behaviour during playtimes

Duties/Tasks

- To ensure good order and discipline is maintained throughout lunchtime.
- To provide playground supervision and/or supervision in dining hall as required.
- To supervise pupils in classrooms during "wet play" providing activities that will keep pupils occupied as required.
- To administer basic first aid and deal with sickness, in accordance with training provided. Report and record accidents as required through the associated health & safety procedures.
- Be capable of lifting and clearing tables and chairs.

- To encourage pupils to play appropriately and cooperatively. To engage in play activities with the children.
- To be aware of the schools behaviour policy, ensuring it is implemented during lunchtimes.
- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To attend and participate in relevant meetings/training as appropriate

Principal Working Relationships

Chef Manager, Class teachers, Deputy Head, Head

Person Specification

Education and Skills

- First aid qualifications or willingness to work towards
- Willingness to interact with children
- Flexibility and adaptability
- A willingness to become involved in the wider life of the school

Training and Experience

- Experience of interacting with children

Remuneration

- £3,000.00 per annum
- Contributory pension scheme
- School fee discount