



Rumboldswyke Church of England  
Primary School

# Meals Supervisor



Closing Date for applications: Midday 23<sup>rd</sup> September 2024

Interview Date: 30<sup>th</sup> September 2024

Thank you for your interest in the post of Meals Supervisor at  
Rumboldswyke Church of England Primary School.



Thank you for your interest in the post of Meals Supervisor at Rumboldswyke Church of England Primary School.

The post is required as soon as possible, and we are looking for a motivated, highly organised and impactful individual who shares our vision to provide a nurturing, creative Christian community. We believe that everyone, children and staff, should be given the opportunity to 'embrace life in all its fullness,' (John 10:10).

You will be joining the school at an exciting time of change as we now become an all-through primary. We are excited about our next chapter and we are keen to appoint someone with the drive and enthusiasm to truly embed our vision.

We are seeking to appoint a Meals Supervisor who will be responsible for supervising and assisting pupils during their midday breaks (Monday to Friday), both in the lunch hall and outside. The successful candidate will be responsible for ensuring their safety, welfare and general conduct through appropriate application of the school's policies and procedures. Staff at Rumboldswyke School will be part of the wider Bishop Luffa Learning Partnership Team. Together we are enthusiastically driving the school forward and building upon its achievements.

It is essential that you have a friendly disposition, enjoy working within a team, and with children, and be dedicated to the needs of the school and most importantly, the children.

Rumboldswyke is a very special place to work where we strive to 'Love life, love learning and love God's world'. Before submitting the application, you are strongly encouraged to visit the school.

Best wishes,

Mrs Lisa Harris  
Head of School



## The Bishop Luffa Learning Partnership Vision

*Our aim is to show every child what 'life in all its fullness' means.*

Staff at BLLP commit to:

- Maximise aspirations and progress for all
- Encourage and develop leadership amongst students and staff
- Develop Partnerships within, and beyond, the school
- Foster engagement in personal and spiritual development
- Nurture a sense of belonging to a safe school and the wider world

## About Us



Rumboldswyke Church of England Primary School is a small primary school at the heart of Chichester. In October 2020, we became part of the Bishop Luffa Learning Partnership.

As of September 2024, we are now an all through primary school with currently 125 pupils on role from EYFS to Year 6.

As a school we believe that children learn best when they see purpose in their learning. We explore our curriculum through 'learning experiences'. Each learning experience is rooted in a key question and Christian values: these values are also linked to our daily worship programme. This is designed so children are able to explore and recognise values in different contexts, past and present, reflecting on what they mean for us today



We strongly believe that for children to be truly engaged with their learning they must have an achievable goal. Having an authentic outcome is a key motivating factor to produce incredible work which children are excited about and intrinsically motivated to produce.

We try to engage our community as much as possible, e.g. displaying work in galleries and inviting our neighbours to an exhibition gives a real sense of purpose.

Presenting our work to BLLP students, parents, carers and governors or setting up a 'real-life' café gives a very clear message that we believe our children can do a professional job.



## 'Love life, love learning, love God's world'

Our vision is to provide a nurturing, creative, Christian community where everyone will achieve their potential with confidence and joy, and embrace 'Life in all its fullness' (John 10:10)

### Our school values:

**Love** - our core Christian value is central to every decision and action we take. We are all loved by God: in return we love life, love learning and love God's world. Three main Christian values underpin this: compassion, respect, hope.

**Compassion** – caring about someone else's feelings trying our best to understand how others *might be* feeling and offering to help that person

**Respect** – for others and our environment. We are all different and think differently but we are all special, and we celebrate our differences. We treat others as we would like to be treated

**Hope** we have high hopes and aspirations for our future, our school and community. We understand that faith gives us hope, and this hope brings confidence. We know that there is always a future whatever situation we are in, because God promised to never leave us, to always love us, and to help us in times of need.

The Staff and Governors of Rumboldswyke Church of England Primary School believe that children learn best when everyone who contributes to their education work together. Therefore, we believe that the School values are central to every decision made by our school community.



# Job Description

## Meals Supervisor

**8hr 45mins hours a week    Lunchtimes (Monday to Friday) 11:30am – 1:15pm**

**Grade 2 Point 2 - Annual Salary £22,366 pro rota**

**Hourly rate - £11.59**

Responsible to the Head of School

**Main Function of the post:** To supervise pupils in designated areas of the school during their midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

### **Roles and Responsibilities:**

- To supervise the movement of pupils to and from dining areas and in the playground/ classroom (wet play), including dealing with any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of plates, cutlery and cups.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- To establish safe and appropriate behaviour/play via effective intervention.
- To interact positively with the children, encouraging inclusive play.
- To work as a co-operative member of the team, liaising as necessary with other school staff.
- To maintain absolute discretion and confidentiality with regards to all sensitive and personal information
- To organise games and activities and motivate pupils during the lunchtime break
- To maintain vigilance and security in the school playground and perimeter fencing, reporting any concerns as appropriate
- To manage the use of equipment, for games and other activities, at lunchtime in line with school health and safety policy

In addition, all school employees are expected to:

- Have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

**Safeguarding:** As a school we are committed to the safeguarding of children and adults. All job offers will be subject to a DBS check and two satisfactory written references.

# Person Specification

Category	Selection Criteria: Essential	Desirable
<p>Knowledge and Experience</p>	<p>Experience of children or young people</p> <p>Enjoyment of working with children and the ability to manage and supervise them.</p>	<p>Experience of lunchtime supervisory role or experience of working with children in a school environment.</p> <p>Experience of actively initiating and promoting play activities with children.</p> <p>Successful completion of relevant training course e.g. first aid, hygiene etc.</p> <p>Experience of working effectively as a member of a team.</p>
<p>Skills and Qualifications</p>	<p>Effective communication skills and good literacy skills.</p> <p>Communicate clearly with staff and children. Ability to work effectively as a part of a team.</p> <p>Ability to motivate and positively interact with children.</p> <p>Ability to engage children in cooperative play</p> <p>Settle disputes between children calmly and fairly.</p> <p>React calmly and appropriately in an emergency, with the health and safety of both pupils and staff a prime concern.</p> <p>Ability to supervise and organise pupils during the dining hall and during lunchtime play.</p> <p>Able to promote the safe and appropriate use of play equipment through example and guidance.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to show initiative and apply effective strategies to deal with situations which may arise in school.</p>	<p>Play leader skills and/or experience.</p> <p>Up to date First Aid qualification.</p> <p>Knowledge of different playground games and activities.</p>
<p>Relationships</p>	<p>Able to promote and maintain good relationships with children and staff.</p> <p>Able to work as part of a team.</p>	
<p>Attitude and temperament</p>	<p>Reliable</p> <p>Calm and patient</p> <p>Positive and enthusiastic</p> <p>Good role model</p> <p>Empathetic and approachable</p> <p>Good sense of humour</p>	<p>Creative</p> <p>Ability to show initiative</p>