



St Joseph's Catholic Primary School



Experienced Mealtime Supervisor

St Joseph's Catholic Primary School

STJO/MMS2022

Closing date: Midnight, Wednesday 23rd March 2022





St Joseph's Catholic Primary School & Nursery Highgate Hill, London N19 5NE

Mealtime Supervisor

Salary Inner London Range

Scale 2 Term Time Only £4254 Pro-rata (FTE £23,004)

11:45am-1:15pm (Monday – Friday)

Required for April 2022

Our Family at St Joseph's Learns, Loves and Grows with God at the centre

We are an oversubscribed and highly regarded school in the local community, based in a vibrant location in North London surrounded by parkland with excellent transport links. Our school is a National Leadership in Education School currently recognised as an Ofsted and Diocesan outstanding Catholic School under the trusteeship of the Passionist Order.

For more information about our school, please visit our school website <https://st-josephs.islington.sch.uk/> and take a look at our school news or the videos under our Executive Headteachers welcome. If you would like to come and see the school, please contact Louise Palmer to arrange a tour on 020 7272 1270 or email office@st-josephs.islington.sch.uk

We are seeking to appoint talented, enthusiastic and innovative Mealtime Supervisors to join our friendly and caring team. We can offer you:

- A commitment to support staff wellbeing
- Great opportunities for professional development.
- A high-quality working environment.
- The opportunity to become part of a dynamic, professional and friendly team.
- Amazing outdoor learning spaces.
- An extremely well-resourced school.
- Well behaved, enthusiastic and responsive pupils.

We are looking for someone who:

- Is committed to creating challenge, excitement, creativity and independence in learning & play.
- Has excellent supervision, organisation and communication skills.
- Will have high expectations of the behaviour of all pupils.
- Is a team player who has a good sense of humour and is flexible.
- Has a strong commitment to continuing professional development.
- Is willing to support the strong Catholic ethos of our school or a practising Catholic.
- Has a desire to work in an outstanding school, supporting the long term vision of the Executive Headteacher Head of School and Senior Leadership Team.

Closing Date: **Midnight, Wednesday 23rd March 2022**

Interviews: **Week Commencing Monday 28th March 2022**

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



Job Description

Job Purpose:

To supervise pupils who remain on the school premises during lunch time ensuring that the children eat meals safely and behave appropriately. To oversee the safety and wellbeing of pupils and the adherence to the agreed school procedures whilst in the dining hall.

Duties:

The Midday Meals Supervisor will:

- Communicate effectively with all Midday Meals Supervisors
- Promote professional relationships between Midday Supervisors whilst engaged in role.
- Supervise saying grace before meals if required.
- Assist with the calm entry of children into the dining room and monitor their behaviour whilst they collect their meals
- Help younger pupils at the servery counter with the proper use of cutlery and help them cut up their food when necessary
- Supervise the eating of lunch, maintain discipline, maintain the use of cutlery and drinking water, and encourage pupils to consume their meal with good manners and without wasting time
- Supervise the returning, scraping and stacking of plates
- Remain vigilant & take necessary action immediately in the event of any spillage to avoid possible accidents.
- Supervise the dining hall as necessary assisting pupils with the return of used plates, trays, cutlery and beakers and with the cleaning of tables and chairs as lunch progresses.
- Take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- Supervise pupils eating food brought from home and ensure that all packed lunch equipment is cleared away after use.
- Report to the Welfare Officer or Leadership Team any child whose diet may give rise for concern.
- Closely monitor children known to be poor eaters
- Be aware of children with allergies and/or dietary needs; be familiar with particular procedures and take appropriate action
- In the event of any pupils vomiting at lunchtime, to clean the pupil and the affected area and refer the pupil to the Welfare Officer or Leadership Team.
- Work under the direction of the Leadership Team and to undertake any appropriate duties assigned by these members of staff
- Take charge of groups of children in all areas of the school, including classrooms during wet play, on the playground and dining room when required
- Ensure that during a wet lunchtime break children are supervised in their classrooms and a calm atmosphere is maintained, with children encouraged in appropriate activities
- Ensure that any equipment is set up prior to break time and used in the playground safely.

- Organise games and activities for groups of children during the lunchtime break.
- Be actively involved in developing play opportunities for children
- Deal with discipline issues in a positive, firm, fair and consistent manner in accordance with school policy and to report serious discipline issues: in the first instance, to the Headteacher / Leadership Team
- Deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate. To report head injuries to the named first aider.
- Ensure the accident book and relevant forms are completed and follow the school accident-reporting procedures at all times

Personal responsibilities

- Read and understand key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures, Child Protection and Safeguarding children in Education Procedures.
- At all times to carry out responsibilities and duties with due regards to the Council's Equal Opportunities Employment Policy.
- To adhere to St Joseph's Safeguarding Policy at all times
- To adhere to St Joseph's 'Acceptable Use of ICT' Policy at all times
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, and as identified in Performance Management Processes, undertake training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
- Within your contracted hours, attend staff meetings as required. Where circumstances allow, to attend relevant INSET sessions, provided by school and external agencies and to attend Midday Meal Supervisors meetings.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employ will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This document should be read in conjunction with the School Teacher's Pay and Conditions Document 1994, Regulations of the Local Education Authority, Articles of Government and other legislation, or any more recent versions of the above. Copies of these are available at the school.

Members of staff should at all times work within the framework provided by the school's policy statement to fulfil the general aims and objectives.



Person Specification

Mealtime Supervisor

Requirements	Essential & Desirable Criteria
Education and Experience	Experience of working with children (either paid or unpaid capacity) preferably in an education setting.
	It is desirable to demonstrate levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).
Skills, knowledge and abilities	It is desirable to have experience of mealtime supervision, dealing effectively with children and staff team responsibility
	Able to form and maintain appropriate professional relationships and boundaries with children and young people.
	Ability to use E-mail, Microsoft Office (Word & Excel)
	Ability and willingness to work as part of a team
	Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy
	Ability to build and maintain an effective working relationship with a wide variety of people
	Diplomatic approach in dealing with difficult situations.
	Willingness to administer basic first aid.
	Ability to deal with sensitive information in a confidential manner and maintain strict confidentiality in all matters.
	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.



How to Apply

Application Deadline

Completed application forms must be received by **Midnight, Wednesday 23rd March 2022**.

To apply

Please apply fill out the catholic Education Application form available on the school website or School Office. If you need any assistance, please contact the School Office at office@st-josephs.islington.sch.uk

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

CVs will not be accepted.

Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s); ☐ The number and pattern of offences; ☐ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.