

St Anne's CE Lydgate Primary School

Lunchtime Supervisor

School: St Anne's CE Lydgate Primary School, Cedar Lane, Grasscroft, Saddleworth OL4 4DS

Directorate: Forward As One CE Multi Academy Trust Bolton

Position: Lunchtime Supervisor

Reporting to: Headteacher

Grade: NJC 03 – NJC 04 (£22,737 - £23,114 per annum, pro rata)

Contract: Permanent Contract, Term Time Only

Hours: 6.25 hours per week

Closing Date: Sunday 20th October 2024 – 6pm

Interview Date: Thursday 24th October 2024

Start Date: Monday 11th November 2024

We are looking for a motivated, committed and enthusiastic candidate to join our team at St. Anne's CE Lydgate Primary School.

We can offer you a well-established team of highly professional and dedicated staff who work as one team in the best interests of our children.

At St. Anne's we pride ourselves on our warm and friendly atmosphere and hope that new parents and children will quickly feel part of our school family.

Our high expectations match the high-quality teaching and pastoral care our children receive, regardless of their starting points or abilities. This guarantees that they have a great beginning to their learning journey at our school.

It is important to us that the children are happy, confident and resilient and enjoy their learning, making the most of all the opportunities we have to offer. We ensure that all learning is purposeful and linked to children's own experiences so they are engaged, challenged and become highly effective problem solvers and communicators.

Our curriculum is creative, inclusive and exciting. It provides children with a broad range of learning experiences which seek to nurture talents and acquire new skills in a hands-on and engaging way. It is our aim for all children to have a deeper understanding of the world around them and to become responsible and caring citizens of the future.

We will offer:

- a warm, welcoming environment in which everyone is valued;
- enthusiastic and well-motivated children who are eager to learn;
- A strong team of dedicated staff.
- a highly skilled, committed staff team and a supportive Governing Body who prioritise workload and staff well-being;
- A supportive community of parents and carers, who want to work with us to give their children a successful start in life.

Please see that attached job description for full information.

Visits to the school are encouraged. Please contact the school to arrange a visit at 0161 770 7300.

Please send any queries to: HR@fa1.uk

Safeguarding Statement:

In line with Keeping Children Safe in Education 2024, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview.

This role is subject to an Enhanced DBS plus Children's Barred List Check.

Pre-employment checks will be undertaken before appointment is confirmed.

**Forward as One Church of England
Multi Academy Trust**

A: Newnham Street, Astley Bridge,
Bolton, BL1 8QA

T: 01204 333 741 **E:** enquiries@forwardasone.uk

www.forwardasone.uk  **ForwardAs1Trust**

Job Description

Principal Responsibilities:

- To oversee the safety, welfare and good conduct of all pupils on the school premises during the midday break, except those engaged in activities supervised by a teacher.

Main Duties:

- Supervision of all areas both inside and outside where the pupils congregate during lunchtime.
- To actively supervise the dining room procedures, including carrying of meals to tables.
- To positively encourage good behaviour, table manners including the correct use of cutlery, and hygiene.
- To be responsible for organising play activities in the playground or indoors if a wet playtime.
- Supervision of queues waiting to enter the dining room.
- To maintain order and safe transfer of pupils to and from the dining area and ensure that all pupils return to the classroom.
- Leaving the dining room in a tidy condition.
- Clearing and stacking table equipment and serving dishes.
- Wiping tables, cleaning up food and spillages on table and floors.
- Checking the entitlement of pupils to receive a free meal.
- To oversee the safety, welfare and good conduct of pupils during the midday break.
- To administer first aid (if qualified) in the case of a minor accident or to ensure children are seen by a first-aider if appropriate.
- To report behaviour incidents to the appropriate person.
- To maintain and record accidents.
- To liaise with the teaching staff in dealing with problems arising from pupil behaviour and any other matters of concern.
- To report any safeguarding concerns to the Designated Senior Person.
- To contribute as a member of the team to the ethos and environment of the school.
- Organising rotas and systems and monitoring their effectiveness.
- Communicating information to the team and developing colleagues' skills.
- Promoting healthy eating and activity amongst children.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

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