

# Cherry Orchard Primary School



## Application Pack Lunchtime Supervisor





**Cherry Orchard Primary School**  
Timberdine Close  
Worcester  
WR5 2DD  
01905 352787  
office-co@riverscofe.co.uk  
[www.cherryorchard-pri.worcs.sch.uk](http://www.cherryorchard-pri.worcs.sch.uk)



Headteacher  
Mrs K Banford BA(Ed)Hons, NPQEL

## **Job title: Lunchtime Supervisor**

Salary: Scale 1, SCP 2. Full-time salary of £22,366 reduced proportionately to reflect part-time working. Hourly rate 11.59 per hour.

Contract: Permanent, Term-Time only, 5-7.5 hours per week.

Line of Responsibility: Responsible to the School Business Manager and Senior Leadership Team.

Start date: Negotiable, no later than September 2024.

Applications will remain open until all vacancies are filled.

Applications can only be made using the Rivers Support Staff Application Form, which can be found on our website [www.cherryorchard-pri.worcs.sch.uk](http://www.cherryorchard-pri.worcs.sch.uk)

Please send completed application forms to [tsnape-johnson@riverscofe.co.uk](mailto:tsnape-johnson@riverscofe.co.uk)

### **Our People Values:**

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

***Cherry Orchard Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted applicants will be required to give consent for online checks prior to interview. The successful applicant will be required to undertake an enhanced DBS check, Disqualification by Association check and provide two references.***

# Cherry Orchard Primary School

## Job Description



### Key Purpose:

To ensure, individually or as part of a team, the welfare and safety of all children remaining within the school grounds or buildings during lunch time. This contract is a 12 month fixed-term maternity contract.

### Main Activities:

- Supporting pupils while they eat their lunch and making sure tables are clean
- To use initiative in monitoring events occurring on the school premises and grounds
- To encourage play activities by modelling and taking part if necessary
- To positively encourage good behaviour, healthy eating and good table manners.
- To help to set up and clear away the lunchtime area before and after the lunchtime period when required.
- Ensure food and water spillages are dealt with promptly.
- Report accidents and complete accident form if necessary.
- To undertake ancillary duties as necessary (ie. setting up and clearing away tables, cleaning tables and dining area).
- Ensure the behaviour policy is implemented and seek advice on how to deal with individuals as needed from the senior leadership team.
- Support the work of the staff and other supervisory assistants.
- To escort the children to and from the dining area and ensure their safety at all times.
- Supervise children at all times, indoors and outdoors.
- Record inappropriate pupil behaviour and convey serious incidents to the headteacher.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Attend training when appropriate and after consultation with the Head Teacher.
- Attend to and report any minor first aid accidents or injuries or pupils who become ill.
- To contribute as a member of a team to ensure the ethos of the school is upheld.
- To adhere to the need for confidentiality at all times.

- To value and respect the views and needs of individual pupils.
- To be responsible for promoting the safeguarding and welfare of all pupils.
- Perform any reasonable duties as requested by the Head Teacher.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

## **Cherry Orchard Primary School Person Specification**



### **Lunchtime supervisor - Person Specification**

Criteria	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Basic childcare and health and safety knowledge</li> <li>• Working with or caring for children of relevant age</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working in a school setting</li> <li>• Appropriate knowledge of first aid</li> <li>• Play leader training</li> <li>• Safeguarding training</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Participate in development training opportunities</li> <li>• Literacy skills to be able to understand and follow school policies</li> <li>• Be aware of cultural and social differences</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to maintain a safe, calm and happy approach</li> <li>• Ability to use own initiative</li> </ul>	
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## About Our School



Here at Cherry Orchard Primary School we are committed to serving the needs of our families and the community. We have a friendly and dedicated staff who strive to ensure the best possible outcomes for all our learners.

As the Headteacher, I am extremely proud to lead a talented team that are hard-working and committed to achieving high standards; whilst providing a caring and nurturing environment.

We provide a learning environment in which Parents, Staff and COSA work together in partnership for the benefit of all our pupils. Together we ensure that our pupils achieve their full potential, developing skills to become independent, life-long learners, who leave us as responsible citizens that are respectful and tolerant.

Above all, we strive to encourage initiative within a happy, healthy and safe environment where all achievement is valued and celebrated. Our rewards systems enable all pupils to achieve their own personal best; whilst recognising good behaviour and manners. Further to this, we deliver a broad, balanced, and enriching curriculum that promotes challenge and creativity, enabling all pupils to make a positive contribution towards their own and others' learning experience.

### **The Rivers Multi Academy Trust**

When you join Cherry Orchard Primary School you become part of The Rivers CofE Academy Trust family, a group of 15 schools and over 750 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

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