**MDS**

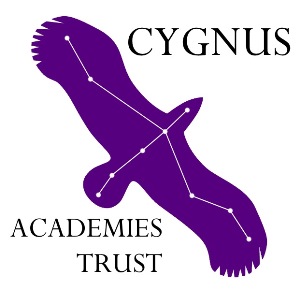
**Salary: KR2**

**£14,277 -£15,101 (pro rata)**

**6.15 hours per week**

**38 weeks per year**

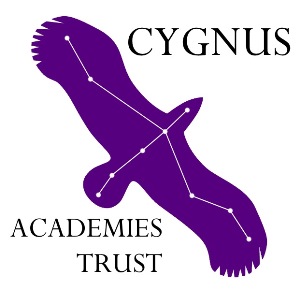
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| Applicants Pack |
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| Start Date: Immediate |

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**Role Overview**

Cygus Academies Trust is a family. As a family we nurture, challenge and support our schools to be the best that we can be. Everyone in our family is our responsibility and we will know everyone well. We will provide the tools to enable children and teachers to flourish. We will value how unique every individual and every school is within our family.

Cygnus Academies Trust opened on 1st February 2016 and currently has two schools within the Trust. Manor Community Primary School and Nursery based in Swanscombe, Kent (Near Bluewater) with 667 pupils on roll and Westgate Primary School based in Dartford, Kent which has 226 pupils on roll.



**Job Description:** Mid Day Supervisor

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| **School:** | **Manor Community Primary School** |
| **Grade:** | **Kent Range 2** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

NB: Precise duties will vary according to type of school

**Key duties and responsibilities:**

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| 1. Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day. |
| 1. Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils. |
| 1. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.   (Depending on the type of school, this may include checking that pupils have or are  provided with a drink and/or that sufficient amounts of their meal has been eaten). |
| 1. Where applicable prepare hot or cold meals based on agreed menus, clean and tidy equipment at the end of each session. |
| 1. Assist the pupils, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs. This will depend on the type of school). |
| 1. Ensure plates, etc., are cleared from tables in an appropriate manner   to maintain a clean and tidy environment and to free up space for any further  sittings where applicable. |
| 1. Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment. |
| 1. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable. |
| 1. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly. |

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

**Person Specification:** Mid Day Supervisor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications. * First Aid qualification would be an advantage. |
| **EXPERIENCE** | * None. * Previous experience of working with children would be an advantage. |
| **SKILLS AND ABILITIES** | * Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities. * Ability to recognise and deal with emergency situations. * May require knowledge to enable the post holder be responsible for the safe use of equipment. |
| **KNOWLEDGE** | * Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable. |

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**BENEFITS**

* **An ambitious, successful and vibrant place to work**
* **Children who are bright, confident and eager to learn**
* **A supportive working culture that focuses on positive learning behaviour and high expectations for all children**
* **A Senior Leadership Team that is committed to nurturing all staff members enabling them to achieve future ambitions**
* **Bicycle purchase loans**
* **Childcare vouchers**
* **Staff Care Services – Counselling and Support line**
* **Retail and Travel discounts**
* **Reduced rate gym membership**
* **Excellent Professional Development Opportunities**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (195), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

How to Apply:

Applications must comprise all of the following:

* A completed application form
* Equality and Diversity Monitoring form (this will not be used to assess your application)

Please submit to:- Application forms to [recruitment@manor.kent.sch.uk](mailto:recruitment@manor.kent.sch.uk) stating which school in the Academy you wish to apply for - Manor Community Primary. We welcome candidates to visit our schools, please contact the School Business Manager on 01322 383314 to arrange a visit.

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IDENTITY VERIFICATION & APPLICANT MONITORING FORM

CYGNUS ACADEMIES TRUST

MANOR COMMUNITY PRIMARY SCHOOL AND WESTGATE PRIMARY SCHOOL

**1. Identity Verification – COMPULSORY**

This information will not be used as part of the selection process and will not be disclosed to the selection panel. It is, however, necessary to enable the school to verify your identify and SO comply with the statutory DfES guidance - ‘Safeguarding Children: Safer Recruitment in Education’.

|  |  |
| --- | --- |
| **Forename(s):** | **Surname:** |
| **Previous name(s):** | |
| **Title:** | **Gender:** |
| **Date of Birth:** | **Place of Birth:** |
| **National Insurance Number:** | |
| **Position Applied for:** | |

**2. Applicant Monitoring – VOLUNTARY**

Cygnus Academies Trust is committed to a policy of equality in employment; to help us monitor the effectiveness of this policy, it would be helpful if you could complete the following sections. This information will not be used as part of the selection process and will not be disclosed to the selection panel.

**Ethnic Origin**

Please tick from the list below the box which best describes your ethnic group:

|  |  |
| --- | --- |
| White |  |
| Mixed Race |  |
| Asian or Asian British |  |
| Black or Black British |  |
| Chinese |  |
| Other |  |

**Interview Arrangements**

Are you registered as disabled? YES / NO

Would you require any special arrangement if called for interview YES / NO

If yes, please specify:

**Vacancy Monitoring**

Where or how did you hear about this position?