



St Michael's Prep School

The Joy & Wonder of Learning



## Early Years Lunchtime Supervisor

**Salary:** £9.97 per hour (equivalent to actual salary £3,934.67 per annum, FTE annual salary £20,738.00)

**To start:** February 2023 or ASAP

**Part Time** (could be combined with Breakfast Club Assistant / After School Club Assistant Role)

**Application Deadline:**

9am 06.02.2023

**Interview Date:**

21.02.2023

**Hours:** 10 hours per week.

Monday to Friday Term Time only + INSET days



St Michael's Prep School is a co-educational day school with approximately 460 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities. This role can be combined with other available roles.

Are you looking for a new challenge? Working in our purpose-built Pre-Prep building you will be working as part of a dynamic team providing the best care and the most wonderful experiences for our Pre-Prep children. We are looking for an organised individual who loves enabling our very youngest children to enjoy their mealtime. Our Pre-Prep staff are committed to giving our children the best start in their education. In return the school can offer you the following:

Free Meals provided during term time; Free parking on site; Sick pay scheme; Annual salary review. Automatic enrolment in the School Pension Scheme with life assurance cover; Multi Skilling Training Opportunities

***St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.***

If you would like to apply for this role, please send a completed application form and equal opportunities form (downloadable from our website) together with a covering letter all in word or PDF format, explaining why you are the ideal candidate for this role to Kim d'Albertanson, HR Manager at:

[recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** 9am on 06<sup>th</sup> February 2023

**INTERVIEW DATE:** Tuesday 21<sup>st</sup> February 2023

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.*



## JOB DESCRIPTION

### RESPONSIBLE TO:

- Heads of Nursery & Kindergarten
- Head of Pre-Prep
- The Head
- Governing Body

### JOB PURPOSE

- To further develop and oversee the provision / service of high-quality lunch, ensuring the smooth day-to-day running of the service and offering support and care to children.
- To work with and support staff in all aspects of the service to ensure effective delivery, which meets the identified needs of users.
- To clear up after lunch has been served, ensuring hygiene standards are met.

### KEY RESPONSIBILITIES

- Ensure children are served lunch and assisted where necessary
- Clear up after lunch, ensuring waste is disposed of in the correct manner
- Sweeping the floors and cleaning the tables at the end of lunch
- Ensure equal opportunities and high-quality access to the service
- Take an active role in the safeguarding of children at Pre-Prep at all times.
- Take part in regular team meetings
- Ensure that all aspects of regulation and guidance are met, and that school policies and procedures are followed
- Participate in ongoing training and development
- Be aware of issues of confidentiality & the new expectations of GDPR
- Maintain a positive ethos within the Pre-Prep and employ positive behaviour management strategies as appropriate
- Maintain effective and appropriate communication with colleagues, parents and children
- Maintain high standards of food hygiene at all times
- Support staff induction
- Ensure the health, safety and wellbeing of children attending the service through the application of risk assessment, fire drills and health and safety procedures, record and report as appropriate



## OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

## PERSON SPECIFICATION

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate
- good at using their initiative
- good at making decisions

### Our Early Years lunch supervisors need to have:

- a warm and encouraging manner
- experience of working with Early Years children
- energy
- commitment
- patience
- initiative
- an enhanced disclosure via the DBS (which the school would facilitate)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- the strength to work with challenging behaviours
- a sense of humour

### It is desirable for our Early Years Lunch supervisors to have:

- Paediatric First Aid Certificate (training can be provided)
- Level 1 Food Hygiene Qualification (training can be provided)





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*“At St Michael's we work as a team: teachers, pupils and parents.”*

*-Deputy Head of Pre-Prep*



Wellbeing Award  
for Schools