



Simon Langton Girls' Grammar School

# Mid-day Meals Supervisor

January 2023



Candidate Information Pack



Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard  
Headteacher









# Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

Simon Langton Girls' Grammar School is looking to appoint a Mid-Day Meals Supervisor to work 2.5 hours per day (12.5 hours per week), term time only.

The successful candidate will be joining our very busy catering team. They will be working alongside another mid-day meals supervisor to support and ensure the safety and welfare of our children, supervising students in the dining area during their lunch time. We are looking for someone who displays a positive and caring attitude whilst able to oversee the behaviour of our students.

The working hours are from 12:15 pm to 2:45 pm, Monday to Friday, a total of 12.5 hours per week, during term time. The salary for this post will be paid on Kent Range 3 - £10.00 per hour, £5,486 per year (£19,293 pro-rata). The start date will be as soon as possible.

Please note the post may close early depending on applications.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.







# Job Specification

**Job Title:** Mid-day Meals Supervisor

**Job Purpose:** To ensure the canteen is kept in an orderly manner and fit for purpose. Supervise the students during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

**Responsible to:** Catering Manager

**Salary:** KCC Kent Range 3

**Hours of Work:** 2.5 hours per day, Monday to Friday, term time only

**Specific Accountabilities:**

- Ensure that the students are behaving appropriately in line with the school's behaviour policy at all times whilst in the dining canteen/school hall
- To watch over students to ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period
- To take reasonable precautions whilst in charge of the students to see that they do nothing that is likely to injure themselves or others
- Ensure students clear away their crockery and cutlery maintaining a clean and tidy environment and to free up space for any further sittings
- Ensure once meals are finished that the dining area is wiped down and is left in a clean and tidy manner to maintain a clean and tidy environment
- Share responsibility with other catering staff for the maintenance of the canteen
- Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours

- In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure
- To undertake other catering support duties such as may be agreed
- Evaluate and improve own practice and take responsibility for personal professional development
- Be committed to safeguarding and promoting the welfare of young people and follow the safeguarding policy

**Support for the School:**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher







# Person Specification

- The ability to communicate, control and supervise students
- Patience and a fair-minded approach
- The ability to recognise, deal with and stay calm in an emergency
- Excellent communication skills
- Keen team worker

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Wednesday 8th February 2023
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)



## Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

### We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



# Working at our school





### **Equal Opportunities:**

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

### **Our recruitment process:**

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address



- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible.  
All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment

