

Midday Supervisor

Fordcombe Church of England Primary School

Candidate Pack



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Introduction

Fordcombe School is seeking a Midday Meals Supervisor who is reliable and trustworthy and has the ability to uphold the school's positive image with parents and members of the local community. It is essential that you are able to work as part of a team, that you are enthusiastic, self-motivated and have good communication skills with children and adults. You also need to be physically fit as some lifting is involved.

This term time only position is for 6.0 hours a week over three days, 11.30-13.30 Monday, Thursday and Friday, ideally with flexibility to cover other days when needed.

The salary will be approximately £3040 pa pro rata (Full Time Equivalent is £22275).

Please visit the school website for more information about who we are and what we do (www.fordcombe.kent.sch.uk).

If you think you have the necessary skills for the role then please contact us to discuss and to arrange a visit. Applications will be considered as they are submitted on Kent-Teach.com.

Fordcombe Primary School is part of the Tenax Schools Trust which is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.

We are a small, half-form entry primary school situated in the beautiful Kent countryside, just outside Tunbridge Wells. The school hall is in the Victorian part of the building and most of the classrooms are in a newer purpose-built extension. We have a great library space as we believe all children should have the opportunity to read widely and be reading for pleasure. We are small school team that believes we should be doing 'big school things'. We share our high academic expectations with all our staff, parents and young people: we work hard as a group so that all pupils achieve well. More than this, we believe a primary school should be a place where children start to learn who they are, start to learn who they want to be and start to learn how they are going to live their lives.

About the Trust

Tenax is a Church of England academy trust located in West Kent and East Sussex, and currently comprises 7 primary schools (one of which is a free school and one is a school with no faith designation) alongside a large secondary school, Bennett Memorial. It is led by Mr Richard Tyson, Interim CEO.

The Trust also runs School Centred Initial Teacher Training (SCITT), and Bennett is designated as the Teaching School Hub for both East and West Kent.

Tenax aims to achieve excellence for all through outstanding leadership and this is complemented by an emphasis on creating schools with a strong and distinctive ethos and culture. We value diversity and the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mindset that insists all students can make exceptional progress.
- We provide a rich curriculum designed to prepare pupils for future learning as they grow in knowledge and confidence.
- We invest in the expertise of our teachers by providing best in class professional development for all. We value our support staff and offer competitive employment packages for all. We aim to be an employer of choice.
- We focus on giving our pupils the richest personal development possible, so that they grow in character and acquire strong values to stand them in good stead in adult life.
- The Trust aims to maintain and further enhance its reputation for excellence in all aspects of its work.

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The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

For more detailed information please see our website at www.tenaxschoolstrust.co.uk.

Role Description: Mid-Day Supervisor

School:	Fordcombe Primary
Grade:	Tenax Value 3
Responsible to:	Headteacher

Purpose of the Job:

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

Key duties and responsibilities:

1. Put out tables, 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.
2. 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.
3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Checking that pupils have or are provided with a drink and that sufficient amounts of their meal has been eaten.
4. 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.
5. 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.
6. 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.
7. 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.
8. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications. First Aid qualification would be an advantage.
EXPERIENCE	<ul style="list-style-type: none"> None. Previous experience of working with children would be an advantage.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.

Fordcombe Primary School is part of the Tenax Schools Trust which is:

Committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to vetting checks and a satisfactory enhanced Disclosure and Barring Service check.

Committed to creating inclusive teams that represent a breadth of backgrounds, perspectives, and skills, and that can provide role models to all students in our communities. If you think you meet the essential criteria for one of our roles, we would love to hear from you regardless of sex, age, disability status, ethnicity, gender, religion or sexuality.

Committed to ensuring that all applicants can participate fully and with equal access to the selection process. Any candidate identifying as having a disability, or diagnosed with a neurodivergent condition is encouraged to contact the HR team to discuss any reasonable adjustments that would enable them to participate fully and with equal access to the selection process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Application Process

Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.

Applications Please complete the Kent Teach application online. Our adverts do sometimes close early – even where there's a published deadline – and so if you're keen, please apply as soon as practically possible. Applicants will be considered as they are submitted.

Offer of Employment

The successful candidate will be contacted by phone and an offer of employment made subject to the satisfactory completion of all pre-employment checks.

Guidance Notes for Applicants

Accessibility

Please advise us as soon as possible if you require reasonable adjustments to enable you to participate in this recruitment process. This may include alternative arrangements at the application or interview stage. Please contact the school office at office@fordcombe.kent.sch.uk regarding such needs.

Application Form

It is imperative that the application form is completed in full. As application forms are submitted electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Your personal statement should be not more than two sides of A4.

Referees

We will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees. We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present post for less than three years, the Trust may wish to seek further supporting information from your previous employer(s).

Qualifications

You may be required to provide documentary evidence of your relevant qualifications (excluding GCSE, O and A levels) at your interview.

The Trust will ask to see the original certificate, and copies will be taken for your application.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Please note that applicants who use documents from a state which is part to the European Economic Agreement must apply to the EU Settled Status Scheme, and any appointment would be subject to Settled Status being granted. More information is available from <https://www.gov.uk/eusetledstatus>