

Midday Meals Supervisor Information Pack

November 2014



BOLNORE
VILLAGE
PRIMARY SCHOOL

"It takes a village to raise a child"

African Proverb

Letter from the Headteacher

Bolnore Village Primary School

Updown Hill
Bolnore Village, RH16 4GD
Tel : 01444 456715

office@bolnorevillage.w-sussex.sch.uk
www.bolnorevillage.w-sussex.sch.uk



November 2014

Dear Applicant,

MIDDAY MEALS SUPERVISOR

Thank you for expressing an interest in being a Midday Meals Supervisor at Bolnore Village Primary School.

Our school aims to deliver excellence and equality through a curriculum that develops the talents and potential of every child.

We have an outstanding team of teachers and support staff and everyone works really hard to make our school a success and a good place to work in.

Our Midday Meals Supervisors have one key role and that is to **make lunchtime a happy time** for our children. First and foremost our Midday Meals Supervisors need to like children and enjoy being with them, talking to them and playing with them. Our Midday Meals Supervisors need to be very flexible and adaptable as they will be required to work across the age ranges under the direction of the Senior Midday Meals Supervisor. They will also need to understand the need for confidentiality about the children in our school. In return we can offer the opportunity to work with a fantastic team and delightful children along with training to help make lunchtimes even better.

We can offer you

- An opportunity to work with a fantastic team in a school graded in March 2011 by Ofsted as 'Good with outstanding elements'
- A 21st Century school set within glorious woodland where outdoor learning is strongly embedded not only in a creative, stimulating curriculum but also through our Forest School programme
- A committed, supportive Governing Body working in partnership with the school and the community

We strongly recommend that you spend some time looking at our website to find out more about us. Our Ofsted report is also on our website.

We're asking applicants to send in one side of A4 as their Personal Statement. Please use your application and A4 Personal Statement as an opportunity to reflect your personality, experience and interest in the job.

On behalf of our children, parents, staff and Governing Body, thank you for your interest in applying for a post in our school. Please call us if you have any questions. We very much look forward to considering your application and welcoming you to our school.

Yours sincerely,

Mrs Sharon Allen
Headteacher
Bolnore Village Primary School



Elf Day 2013

General information for applicants

Post: Midday Meals Supervisor, starting as soon as possible

School: Bolnore Village Primary School

Employed by: BVPS Governing Body

Responsible to: Senior Midday Meals Supervisor/ School Business Manager/Headteacher

Grade: MDMS - Grade 2 (Point 8-10) pro rata. Please see our School Business Manager for current payment grades.

Hours: 1.5 hours over lunchtime as required, term time only, including INSET days. We are happy to consider part time applicants.

Applications

Completed application forms and Personal Statements (**A4 page**) should be returned **by 10 am** on **Tuesday 25 November 2014** to:

Mrs Sharon Allen
Headteacher
Bolnore Village Primary School
Updown Hill
Bolnore Village
Haywards Heath
West Sussex RH16 4GD

Contacting us

Telephone: 01444 456715

e-mail: office@bolnorevillage.w-sussex.sch.uk

Please include a short (no more than one side of A4) **Personal Statement** in your application telling us:

- any relevant experience
- why you feel that you are the right person to join our school team as a Midday Meals Supervisor

Late applications cannot be considered. Feel free to email things to us – we'll print them out. Please ensure that **all gaps** in your education or work experience are explained on your application for safeguarding reasons.

Shortlisting

Shortlisted candidates will be contacted by phone by **6 pm on Tuesday 25 November 2014** and the interview process will be confirmed by emailed letter. If we have not called you by this time, please assume your application was not successful on this occasion. Thank you for taking the time to apply; we know how much work and effort goes in to an application. Unfortunately we are unable to provide feedback for candidates who are not shortlisted.

Interviews

These will be held at school on **Tuesday 2 December 2014**. Applicants are asked to advise their employers of a potential interview on this date. The interview process will consist of an interview and we'll also ask you to spend some time with us over lunchtime.

If invited to interview, please bring **photocopies** of the following documents with you:

- Current Criminal Disclosure Certificate (CRB/DBS)
- P60/P45
- Birth Certificate/Marriage Certificate
- Driving Licence
- Original proof (certificates) of qualifications
- A utility bill as proof of address (less than 2 months old)
- A bank or building society statement (less than 2 months old)
- A document with your National Insurance number

Data held for candidates who are not appointed will be shredded following the interviews. Appointments are subject to satisfactory references and we will be taking these up immediately following shortlisting. It is therefore important that you inform your referees of your application. It is essential that your main referee is your current employer and at the very least a previous employer. Please note that we are only able to offer general feedback to candidates who are not appointed. Appointments are made subject to satisfactory references.

Medical Examination

The successful candidate will be required to complete an online medical questionnaire and may be required to attend a medical examination.

Criminal Record Checks

The successful applicant will be asked to complete an online enhanced DBS Disclosure Application Form requesting personal information in a number of areas. An offer of appointment will be subject to satisfactory DBS clearance.

Appointment

The successful candidate will be appointed as soon as possible and will be fully inducted in all relevant school policies and procedures.



Job Purpose – Midday Meals Supervisor (MDMS)

- To ensure the safety, welfare and good conduct of pupils during lunchtime
- To prepare the dining area by arranging tables and chairs
- To ensure that the dining area is cleaned and cleared at the end of lunchtime
- The Senior MDMS will lead the MDMS team and ensure that all aspects of the job description are carried out and organise any additional administration to support this, ie rotas.

Job Specification

Support for children

- Be pro-active in modelling and encouraging games and activities and help to ensure that children include each other in activities; talk to them, play with them and make lunchtime happy
- Supervise children during the lunch break in the dining areas, outdoor play areas or other parts of the school premises
- Ensure standards of behaviour are maintained and encourage good manners
- Ensure that children are always seated when eating and do not leave the dining area without permission
- Encourage children to eat their lunch
- Assist younger children when carrying hot meal trays or drinks to help avoid accidents
- Monitor the noise level so that it is kept at an acceptable rate during meal time
- Be vigilant at all times when on duty and be aware of what is happening in different areas
- Ensure that pupils are encouraged to play sensibly in the outdoor areas and use playground equipment safely
- Encourage children to play fairly and help children to overcome minor squabbles and disagreements
- Work within the established Positive Behaviour policy to help manage behaviour
- Assist children with personal hygiene and changing as appropriate
- Ensure that injured children receive appropriate First Aid
- Ensure that accidents are recorded in the accident book and that all appropriate documentation is completed when accidents occur
- Advise Headteacher or another senior member of staff of any concerns through the Senior MDMS
- Prepare the dining area for lunch break by setting out tables etc
- Help reduce accidents by promptly clearing any spillages of food or drink
- Clean tables and chairs and dining area at the end of the lunch break
- Ensure that Health and Safety Guidelines are followed when lifting or moving furniture
- Carry out other duties relating to lunchtime supervision as required by the Headteacher



Support for the school

- Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person
- Respect the confidentiality of all matters relating to the school, pupils and staff
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Be a team member at all times

Person specification

Personal Qualities

- Ability to work well with children, colleagues and parents
- Flexible and approachable
- Ability to be reflective and to work effectively as part of a team
- Ability to demonstrate and apply problem solving skills
- Good role model, constantly reflecting the ethos and vision of the school
- Ability to join in with whole school events ie dressing up days
- To have playground games up your sleeve!!!

Other Requirements

- Commitment to safeguarding and promoting the welfare of children and young people
- Good attendance record
- Demonstrate an understanding of and a commitment to developing effective links between home, school and the wider community
- Commitment to helping attain high standards of pupil behaviour
- Commitment to high standards, continuous improvement and quality assurance

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post. Some points relate to roles and responsibilities that our Midday Meals Supervisors might need to take on as the school develops.

Bolnore Village 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.