



SET MAIDSTONE INFANT  
CAUSTON JUNIOR  
SCHOOLS

*Providing a foundation for life*

## **Midday Supervisors (x3 posts available)**

15 hours per week, 3 hours per day  
Application Pack

## Midday Supervisors (x3 posts available)

15 hours per week, 3 hours per day (Mon - Fri, 11.50am - 2.50pm)

Salary: £9.77 per hour

We are looking to appoint three friendly and energetic midday supervisors to join our dedicated team.

The successful candidates will be responsible for:

- Supervision of students in the dining hall, outside areas and in or around the school;
- Reporting incidents and accidents to the appropriate members of staff;
- Supporting and implementing the school's Behaviour Policy;
- Supervising students indoor in the event of bad weather.

You will work three hours per day, Monday to Friday although applications will be considered for candidates wishing to work only two or three shifts per week.

For more information about the role, and to download an application form please visit:

<http://www.seckfordeducation.org.uk/jobs/>

**Closing date for applications:** 9.00am on Monday 14 December 2020.

We reserve the right to appoint prior to the closing date; please therefore submit your application early to avoid disappointment.

*The Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*



# The Role

## Midday Supervisor

**Accountable to:** Head of School

### Job Purpose

To take responsibility for the health and safety and security of children during the lunch break.

### Key Responsibilities

- Supervise students in the area in which they eat their lunch;
- Assist and supervise the clearing away and tidying of the eating area;
- Supervise students after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the students within your care, and in accordance with the School Behaviour Policy;
- Ensure reasonable behaviour and safe conduct of students by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised;
- Attend to accidents in accordance with the school procedure and guidelines on accidents and their treatment.

### General Responsibilities

#### **Health and safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Seckford Education Trust's Health and Safety Policy.

#### **Child Protection/vulnerable adults statement**

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Trust's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head of School.

#### **Brand values**

Ensure your work, communication and approach conforms to the brand values and house style of the Trust and the wider Seckford Foundation.

Keep up to date, and comply with the Trust's Rules, Policies and Procedures at all times, as detailed on the School Intranet.



# Person Specification

## Qualifications and Experience

### *Essential*

- Educated to GCSE level (good grades in English and Maths).

### *Desirable*

- Experience of working in a secondary school setting.

## Skills and Attributes

### *Essential*

- Excellent organisation skills;
- Ability to follow teachers instructions with commitment and efficiency;
- Ability to encourage and support young people.

### *Desirable*

- Can manage children's behaviour in a firm but fair way.

## Personal/Professional Qualities

### *Essential*

- Able to establish positive and respectful relationships with all students;
- An effective team player; but able to think and work independently;
- High standards of integrity and approachability;
- Democratic, sensitive and displays a good sense of humour;
- Discrete, flexible and collaborative.



## Information for Candidates

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.

Interviews will be offered to those applicants who best demonstrate how:

- Skills, abilities and experience match the person specification for the job description, and;
- You evidence your commitment to the needs of the role and the Trust.

### Any questions?

If you would like an informal discussion about any aspect of the role, or if you would like to arrange a visit please contact the HR Department on 01394 615167.

### Applying

If you decide to apply for the position please return your completed application form (which can be found on <https://www.seckfordeducation.org.uk/jobs/>) and a formal letter of application by:

**Email (preferable) to:** [hr@seckford-foundation.org.uk](mailto:hr@seckford-foundation.org.uk)

**Post to:** HR Department, Seckford Education Trust, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ

*All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided on the website.*





Marryott House | Burkitt Road | Woodbridge | Suffolk | IP12 4JH  
01394 386768 | [www.seckfordeducation.org.uk](http://www.seckfordeducation.org.uk)