



## Recruitment Pack



Midday Supervisor / Meals  
Server vacancy



# Birchfield Community Primary School

Yeovil, Somerset

Dear Applicant

Thank you for your interest in the Midday Supervisor / Meals Server vacancy at Birchfield Community Primary School. We are looking to appoint an additional member to our existing team and enable the demand on meals from our newly installed production kitchen to be met.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking for staff that will join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or [office@birchfieldprimaryschool.co.uk](mailto:office@birchfieldprimaryschool.co.uk).

Best Wishes

*Richard Culham*  
HEADTEACHER



## The Vacancy

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We are looking to appoint a Midday Supervisor / Meals Server:

- Monday to Friday, 12.00noon-1.30pm, term time only.
- Rate of pay £7.83 - £7.90 per hour (18/19 pay award pending),
- Starting: as soon as possible.

The successful candidate will report to the Senior Midday Meals Supervisor for the effective operation of school catering provision by assisting in the serving of meals, dining room and lunchtime arrangements to support the raising of standards of achievement and attainment of pupils.

Due to Birchfield supplying meals to multiple neighbouring schools the ability and flexibility to work at neighbouring school sites an advantage.

In return we offer you a rapidly developing school with huge ambitions, wonderful children, a dedicated team of staff and supportive parents and Governors. Visits are welcomed and encouraged.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to relevant employment checks and criminal background check via the disclosure procedure.

Please complete an application form (which can be found on the school website or by contacting the school office) and submit to the office [office@birchfieldprimaryschool.co.uk](mailto:office@birchfieldprimaryschool.co.uk) .



## Selection Procedure

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- Advert placed on the school website, Somerset County Council jobsite, blue sheet bulletin and One-Stop Shop (St Johns Road).
- Closing date for applications: 9 April 2018 at 5.00pm
- Shortlisting and letter sent to successful candidates for interview (via email): 10 April 2018
- Interviews take place: 12 April 2018



Successful applicants will be notified by email prior to interview. If we have not contacted you by 12 April 2018, unfortunately you have not been shortlisted for interview.



## Main Duties and Responsibilities (Job Description)

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Post	Midday Supervisor / Meals Server
Grade	16 (£7.83-£7.90 per hour)

### JOB SUMMARY

Working as part of the midday supervisor and school meals team in ensuring the safety and welfare of pupils and serving of school dinners, during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school in accordance with the general instructions of the Headteacher.

### PRINCIPAL ACCOUNTABILITIES

1. Supervision and positive engagement of pupils in the dining hall during meal time.
2. Supervision of pupils and leading of activities and games in the playground and about other school premises.
3. Associated ancillary duties

### JOB CONTENT

*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

1. Supervision and positive engagement of pupils in the dining hall during meal time, including:
  - Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room
  - Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Midday Supervisor according to severity of incident
  - Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
  - Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information from information



provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary

- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
- Sharing responsibility with other Midday Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.

2. Supervision and control of pupils in the playground and about other school premises, including:

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- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Midday Supervisor
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Encouraging appropriately safe and good play, being aware of changes in friendships and encouraging inclusion in all games and activities, encouraging socialising and supervising / leading good play. Occasionally participating in games
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, or any other act likely to cause hurt or offence by pupils towards any others, including adults, to the Headteacher/Senior Midday Supervisor
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities



- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period

### 3. Associated Ancillary Duties

- locking and securing classrooms which contain personal belongings of staff and pupils
- Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas Reporting any damage or blockages to Office staff
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
- Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining.

**Reports to:** The Senior Midday Supervisor/Headteacher or other nominated teacher

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## Person Specification

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### Essential/Desirable

#### Requirements

Experience of serving food	Essential
Ability to work under pressure	Essential
Providing a good level of service and encouraging pupils to take advantage of the food options available	Essential
Ability to work within a team	Essential
Monitor and manage waste and act accordingly	Essential
Good communication with adults and children	Essential
Previous experience of working with children	Essential
Ability to identify areas for improvement within the existing food service	Desirable
Ability to work at neighbouring school locations	Desirable

#### Qualifications

Food Hygiene	Desirable
First Aid	Desirable

#### Personal Attributes

Encourage high standards of pupil behaviour	Essential
Maintains high standards	Essential
Ability to think on feet	Essential
Willingness to go the extra mile	Essential
Sense of humour	Essential

#### Other

2 references	Essential
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DBS check

Essential

## How to Apply

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Application form to be completed and returned to the school office by 9 April 2018 at 5.00pm.