

Charlton Mackrell Primary School and Pre-School
Bonfire Lane, Charlton Mackrell, Somerton, Somerset TA11 7BN
Email: school.office@CMPS.uk
Website address: www.charltonmackrellschool.org.uk
Tel: (01458) 223329



'The one who gets wisdom loves life' Proverbs 19:8

MIDDAY SUPERVISOR

Lunchtime cover, Monday to Friday (3 or 4 days also considered), term time only.

Salary: Grade 16:2 (£11.59 per hour)
Start Date: January 2025
Hours: 11.45am-1.00pm or 12.00pm-1.15pm

Charlton Mackrell is a rural primary school with a strong Christian ethos. We are looking for a reliable and enthusiastic lunchtime assistant to supervise the children whilst eating lunch and on the playground.

Applicants should be well organised and motivated, able to work on their own initiative, able to engage with children and promote positive play.

Please send an application form to the school office school.office@CMPS.uk marked for the attention of the Headteacher.

Closing date 9.00am Friday 29th November.

Tel: 01458 223329

Headteacher: Mrs Alison Allen

Charlton Mackrell School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Please note that this post has substantial access to children and the appointment will be subject to full DBS checks and satisfactory references being obtained. You will be required to provide evidence of previous experience and qualifications.

CHARLTON MACKRELL C OF E PRIMARY SCHOOL

JOB TITLE:	Midday Supervisor
RESPONSIBLE TO:	Headteacher
SALARY:	Grade 16:2 (£11.59 per hour)
HOURS PER WEEK:	5 x 1¼ hour each lunchtime (days are flexible)
WORKING WEEKS:	38 (term time only, 47.72 paid weeks)

JOB PURPOSE

We are seeking to appoint a new member of Lunchtime Staff to join our School team and help to support children during the lunch period. Applicants should be able to work as part of a caring and professional team, have good organisational skills and demonstrate initiative. The applicant should have a First Aid certificate or be willing to undertake the training in their own time and have Level 2 Food and Hygiene Certificate or be willing to undertake the online training.

MAIN RESPONSIBILITIES AND TASKS

Duties on are on a rota basis and include:

The normal duties of the post holder will usually include the following:

- Keep food and equipment temperatures.
- Keep cleaning records, meeting standards required by Local Authority
- Maintain the dining area to the highest standards of cleanliness
- Serve and supervise the meals provided to the children
- Erect the dining tables and lay ready for meals
- Clear and supervise the cleaning of crockery, tables etc. after meals have been eaten
- Maintain a calm atmosphere and encourage positive behaviour
- Clear Lunch Hall/Kitchen after play.
- Supervise Lunchtime play
- Administer and report First Aid if required

SUPPORTING PROCESSES

Physical Effort and Working Conditions:

- To carry out cleaning duties
- To work outside, possibly in inclement weather
- Movement of stock and furniture around the site (potentially heavy items at times)

Additional Information:

- We expect all staff to be in sympathy with our Christian values.
- Total confidentiality is required. Information about children or adults at the school must never be passed on at any time.
- Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.
- Attend relevant meetings and participate in training and development activities and programmes as required.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of child protection, health, safety and security, confidentiality, and data protection.