



Watling
Park School

LUNCHTIME SUPERVISOR

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Welcome Letter



Watling
Park School
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2a Pavilion Way, Burnt Oak, HA8 9YA

Tel: 020 8353 4249

Email: Office@watlingparkschool.org.uk

Headteacher: Sally Quartson

Dear Applicant,

Thank you for your interest in our advertisement for the position of **Lunchtime Supervisor** at Watling Park School.

I trust that you will find the information contained in this pack useful. If you are interested in applying for the post, we urge you to visit our website to get to know a little more about our school and get a feel for our ethos as visits are not being undertaken in the current circumstances.

As you will see from the information provided, we are a diverse but very vibrant school. We are extremely proud of the difference we make in children's lives and always strive for excellence in everything we do.

Our aim is that each and every child will reach their full potential and be provided with all the skills and creative inspiration to support them in succeeding in whatever path they choose to follow in life to become active and responsible members of our global community and leaders for the future. This is not always an easy task and can provide a variety of challenges. If you enjoy these challenges and share the same commitment as us, **then this may be the school for you.** We are looking for someone who will join us as we travel this journey together, providing support and challenge for each of us.

Our values and ethos are a shared commitment and form the basis of everything we believe and follow in our learning community. Although they are ambitious, we know that working together will ensure they are fulfilled.

If you are a dynamic and inspiring person and someone who is committed to excellence in everything you do to support children to enjoy a happy and engaging lunch time, then we welcome your application. We know you will have many opportunities to develop your skills further and become a valued member of our learning community.

I very much look forward to hearing from you.

Kind regards

Sally Quartson
Headteacher

Introduction to Watling Park School

We are a vibrant, multicultural and inclusive Free school set between Burnt Oak and Edgware. We are part of the Bellevue Place Education Trust, a group of 8 free primary schools across London and Berkshire.

We opened in September 2015 with our first two Reception classes. These children are now in Year 6 and will be the first year group to complete their full primary education in our school.

We have a highly committed and passionate staff, who are dedicated to providing outstanding learning opportunities for all children through our unique Watling Park Creative Curriculum which encompasses academic skills alongside learning and life skills.

Part of our Creative Curriculum focuses on ensuring children are given opportunities to extend and apply their skills through a range of experiences both with our outdoor learning environments and in the wider community, including lunch times and extended school opportunities.

It is a privilege to be given the opportunity to work with our children as they are enthusiastic, motivated learners who are passionate about our school and each other. They demonstrate outstanding behaviour and respect for each other and the wider community.

Our supportive parent body is an asset to the school, providing many opportunities to celebrate our achievements and foster positive relationships with all members of our community.

We are well supported by a knowledgeable Local Advisory Board who are focused on assisting us in ensuring all our children achieve their full potential.

Our current staffing structure incorporates strong middle and senior leadership.

Together, we focus on ensuring our values (ICARE) are embedded and at the centre of everything we do:

Integrity
Confidence
Appreciation
Responsibility
Excellence

This is an exciting time for us as we welcome a new member to the Watling Park team – someone who is committed to and holds our values and ethos as their own.

We offer a team oriented, supportive environment where everyone is welcomed and their strengths are nurtured and developed. Everyone (including staff) in our community is committed to being a motivated learner who is reflective and focused on their own professional development.

We look forward to meeting you and welcoming you to our learning community.

What We Are Looking For / Copy of Job Advert

Post Title: Lunchtime Supervisor
Pay: Scale 2 Point 3 – 4 term time only: £5,152 - £5,246 Actual Salary
(£21,783 - £22,179 Pro Rata)
Start date: 5th September 2022

Lunchtime Supervisor Required

Hours: 11.25am – 1.25pm Monday – Friday (term time only)

*Are you passionate about play? Can you inspire our children?
Will you work co-operatively with other staff to ensure the health and safety
of our children?
Are you passionate about supporting children to eat well and enjoy the social
side of lunchtimes?
Then this may be the perfect role for you!*

*Join our vibrant team of dedicated professionals who are committed to ensuring EVERY child
succeeds.*

We are looking to recruit a **Lunchtime Supervisor** who will support our children to enjoy a happy, active and engaging lunchtime.

Position Available: from 5th September 2022

If you are looking for an exciting and inspiring challenge in a supportive, happy and welcoming school, we will offer you:

- A competitive salary
- A new and exciting school building with a positive and innovative working environment including a multi-use grassed area (MUGA)
- Children who are polite and well-behaved
- Staff who are supportive and love to laugh
- A strong network of partner schools across the Bellevue Place Education Trust
- The possibility of overtime for the right candidate (on an as-and-when-needed basis and paid at the normal hourly rate)

If you have the skills, experience and drive to be successful in this role, please download the application pack and submit your application form to us

Closing Date – Wednesday 13th July 2022 at 12noon.

Interviews will take place at the school on **Friday 15th July 2022.**

If you would like to visit the school please contact the office manager, Alison Knight (email below).

For more information please email our Office Manager (Alison Knight): A.Knight@watlingparkschool.org.uk

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and clear DBS checks. Watling Park School will welcome a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

HOW TO APPLY

1. Please **download the relevant documents**.
2. Read the Job Description carefully.
3. Complete the application form, either electronically or print it off and hand write it, paying particular attention to your supporting statement.
4. Ensure your supporting statement relates directly to the competencies outlined in the job description.
5. Email your completed application form to office@watlingparkschool.org.uk or send it by post to:
Mrs A Knight
Office Manager
Watling Park School
2a Pavilion Way
Burnt Oak
HA8 9YA
6. Please ensure that all sections of your application form are filled in, including the declaration form.
7. Closing date for applications is **Wednesday 13th July 2022 at 12noon**.
8. Observations and interviews will take place at Watling Park School on **Friday 15th July 2022**.
9. References will be sought for short listed candidates prior to the interview process.

If you have any queries or would like to arrange a visit to the school, please contact the school office on **020 8353 4249**.

We look forward to meeting you!

JOB DESCRIPTION



JOB TITLE: Lunchtime Supervisor

LOCATION: Watling Park School

GRADE: Scale 2 Point 3-4 (Support Staff)

1. PURPOSE OF YOUR JOB

To prepare the dining hall for school lunches, clear away afterwards and to supervise pupils whilst they eat lunch and/or to supervise pupils on the playground ensuring purposeful and engaging play and high quality health and safety at all times.

2. MAIN AREAS OF RESPONSIBILITY

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping/disinfecting the tables and sweeping and mopping the floor.
- Carefully supervising pupils in play and engaging them in/teaching them new appropriate games and activities
- Being vigilant regarding health, safety and safeguarding aspects in all areas
- Following the behaviour policy and all other relevant policies carefully and purposefully at all times

3. SUPERVISION

Supervised on a daily basis either the Office Manager or a relevant Senior Leader

4. JOB CONTEXT

Working with other lunchtime / mealtime supervisors and teaching assistants / catering staff to ensure that the school lunch breaks start and finish on time and that play is engaging, active and safe.

Ensuring that pupils have either a healthy cooked or packed lunch and supervising the pupils over the lunch and play period focusing on safe and secure play and interactions at all times.

5. CONTACTS

- Mealtime supervisors and other teaching and support staff
- Pupils
- Catering staff
- Senior Leaders

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an environment where there are children and young people would be desirable but not necessary
- Knowledge of basic hygiene and health and safety procedures as well safeguarding procedures.

8. PROBLEMS AND DECISIONS

- Sometimes behaviour from pupils in the dining room/playground/MUGA can require attention. This may be reported to the Lunchtime Supervisor for attention following the school's Behaviour Policy and Procedures.
- Occasionally a child may feel unwell during lunch and need help and this should be reported to a trained first aider if necessary.

9. PHYSICAL EFFORT

Moving, carrying and wiping down dining tables and chairs at the beginning and end of the shift. Sweeping and mopping the hall. Helping to collect equipment on the playground/MUGA and walking around to supervise.

11. WORKING ENVIRONMENT

This work is done both indoors and outdoors. Senior leaders will assess the conditions to and make appropriate decisions regarding dangerous or hazardous conditions.

12. ADDITIONAL INFORMATION

Pupils may sometimes display medical needs or very rarely threatening behaviour. Should this occur, you must follow the school policies and contact a senior leader/first aider.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time. These will usually but not always be given by the Headteacher or another senior leader within the school. It is expected that the postholder will be adaptable to the needs of the school and role.