



**HILLTOP**  
PRIMARY SCHOOL

# Midday Meals Supervisor

Candidate Application Pack

A **Beyond** ACADEMY  
SCHOOLS TRUST

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## Message from Ewa Eddy, Headteacher

Thank you for expressing interest in the Midday Meals Supervisor role at Hilltop Primary School. As the Headteacher, it is my pleasure to extend the warmest of welcomes to you.

Hilltop Primary is a vibrant and welcoming two-form entry school where we are deeply committed to both personal and academic excellence. Our core values revolve around fostering a passion for learning, and personal growth. We believe in empowering our students to achieve their full potential. We have a strong and clear vision for our school—one that is rooted in these values and dedicated to providing the best possible education to enhance our students' life chances.

If you share our dedication to nurturing young minds and are excited about the prospect of contributing to our happy and supportive team, we would love to hear from you.

For more information about our school, our dedicated staff, and the enriching activities our students experience through our curriculum, please visit our website at <https://hilltopprimary.co.uk/>.

We also encourage you to arrange a visit to our wonderful school. To do so, please contact our Office Manager, Miss Somerville, at 01634 710312.

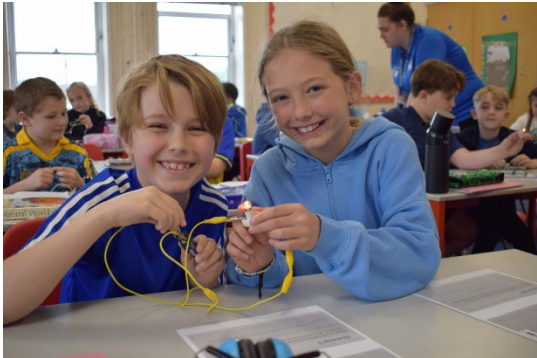
I look forward to receiving your application.

Warm regards,

Ewa Eddy



# About Hilltop Primary School



Hilltop Primary School is a place where academic excellence and personal growth go hand in hand. We are dedicated to nurturing and valuing every child, guiding them to become confident, well-rounded individuals ready to make a positive impact on the world.

Our dynamic, curriculum not only meets the requirements of the National Curriculum but also goes beyond, offering enriching experiences that make learning both memorable and enjoyable. We are committed to fostering independent, confident, and successful learners with high aspirations. Our focus is on building knowledge and skills across all subjects, empowering students to succeed in their academic journey and beyond.

Our students take pride in being part of Hilltop Primary, displaying positive attitudes toward learning and all aspects of school life. With the unique advantage of our on-site swimming pool, our students enjoy the opportunity to swim throughout their time with us and develop important life skills. They feel safe, respected, and valued within our community, which is built on fairness and mutual respect.

We place great importance on the wellbeing of both our students and staff. We are dedicated to creating a supportive environment where professional growth is encouraged, and work-life balance is valued. If you choose to join us, you can be assured of the support you need to excel in your role.

At Hilltop Primary, our core values drive everything we do. We are dedicated to providing an environment where everyone can



# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin  
Chief Executive Officer



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.



**Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ**



**01634 888115**



[www.beyondschoools.co.uk](http://www.beyondschoools.co.uk)



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# Job Description – Job Title

**Reporting to:** Deputy Headteacher  
**Salary:** E2  
**Location:** Hilltop Primary School

## Job Purpose

To supervise pupils during the lunchtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

NB: Precise duties will vary according to type of school

## Duties & Responsibilities

### Duties and Responsibilities

- Supervise pupils in the dining areas, playgrounds or other parts of the school premises.
- Put out tables (where applicable) and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs.
- Supervise the clearing of plates, cutlery etc into the appropriate area to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
- Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner.
- Assist with associated ancillary duties (e.g. cleaning up spillages).
- Engage children in developmental play in the playground (where appropriate).
- Behave in a proactive way, to ensure that play / socialising is undertaken sensibly and safely at all times, ensuring good standards of behaviour by the pupils are maintained.
- Assist in dealing with problems arising from unruly or inappropriate behaviour and report such matters to the appropriate member of staff (removed this SLT or Class Teacher).
- Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
- Ensure school security regulations are upheld.



### **Staff Development**

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term

### **Other Specific Duties**

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

### **Generic duties relevant to all members of staff**

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

### **Equality and Inclusion**

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.



### Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

### Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**



# Person Specification

	Essential	Desirable
First Aid Qualification		*
Previous experience of working with children		*
Good verbal and written communication skills	*	
Ability to recognise and deal with emergency situations	*	
Polite and cheerful team member.	*	

**Beyond Schools Trust** is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children’s Barred List and where applicable Disqualification under the Childcare Act check.



# Summary of Terms & Conditions

<b>Start date:</b>	November 2024
<b>Contract Type:</b>	Part time, permanent
<b>Place of Work:</b>	Hilltop Road, Frindsbury, Rochester, Kent ME2 4QN
<b>Hours &amp; days of work:</b>	5 hours per week, Mon-Friday, term-time only.
<b>Salary:</b>	Trust salary scale, point 2-3 £22,366 - £22,737 Full time salary Actual salary between £2,527 - £2,569.
<b>Holiday:</b>	Entitlement of <b>25</b> days annual leave rising to <b>29</b> days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract
<b>Induction Period:</b>	This post has a 6-month induction period.
<b>Pension:</b>	Membership of the Local Government Pension for support staff
<b>Notice period:</b>	One month to be worked during term-time
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



# Benefits

## Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

## Benenden Healthcare:

Non-contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

## Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

*"It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment"*

*"The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed".*

*"I have learned so much during these workshops and I am extremely grateful for them"*

*"Learning the skills to become an effective leader for when I become a middle leader"*

*"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".*

## Staff Wellbeing:

Whole Trust approach to well-being.

## Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2024 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £17,600	5.5%
£17,601 to £27,600	5.8%
£27,601 to £44,900	6.5%
£44,901 to £56,800	6.8%
£56,801 to £79,700	8.5%
£79,701 to £112,900	9.9%
£112,901 to £133,100	10.5%
£133,101 to £199,700	11.4%
£199,701 and above	12.5%



- Other Benefits:** Two-week, half-term break in October (TTstaff/Teachers only)
- Employee Referral Scheme:** Up to £500 payable for a new employee referral across the Trust
- Family Friendly Policies:** The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.
- Cycle Scheme:** The Trust is a member of the Cycle to Work Scheme.
- Car Parking:** Free onsite parking (we are in a ULEZ free zone)
- Catering:** On site catering at affordable prices
- Employee Discounts include:** 20% discount off membership for Avenue Tennis  
[Medway Gym & Fitness Centre | Avenue Tennis](#)
- Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.
- Free annual subscription to Headspace



# The Recruitment Process

**Closing date:** 30<sup>th</sup> September 2024

**Interview date:** Wednesday 2<sup>nd</sup> October 2024

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the school's careers page [Our Vacancies](#)

If you wish to discuss the role, please contact Ewa Eddy via email [eddye002@hilltopprimary.co.uk](mailto:eddye002@hilltopprimary.co.uk)

**The application form:** Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.



**Supporting Statement:**

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**Additional skills:**

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department.

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



## Advert – Midday Meals Supervisor



**Salary:** E2-E3 - £2,527 - £2569 per annum (£22,366 - £22,737 full time equivalent)  
**Start date:** November 2024  
**Hours:** 5 hours per week, term time only  
**Location:** Hilltop Road, Frindsbury, Rochester, Kent ME2 4QN  
**Closing date:** 30<sup>th</sup> September 2024  
**Interview date:** 2<sup>nd</sup> October 2024

Are you looking for a rewarding role supporting children during their lunch break? Hilltop Primary School is seeking a caring and reliable **Midday Meals Supervisor** to join our team!

### Key Responsibilities:

- Supervising children in the dining hall, playground, and classrooms during lunch breaks
- Encouraging positive behaviour and good table manners
- Ensuring the safety and well-being of all pupils
- Assisting with the setup and cleaning of the dining areas or outdoor areas
- Promoting a calm, friendly environment

### What we're looking for:

- A positive and friendly attitude
- Strong communication skills with children and staff
- A commitment to ensuring the safety and happiness of children
- Experience working with children (desirable but not essential)

If you're a team player who enjoys working with children, we'd love to hear from you!

### In return, we will offer you:

- an incredibly supportive group of colleagues and leaders
- comprehensive induction programme with a commitment to CPD
- Care First employee assistance programme
- non-contributory membership of Benenden private health care cover
- membership of the Local Government Pension Scheme
- two-week half term in October (Term-time/teachers only)
- cycle to work scheme

For further details on this role and to apply please complete an application form which can be found on the school's careers page [Our Vacancies | Hilltop Primary School](#)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Ewa Eddy** on **01634 710312** or via email [eddye002@hilltopprimary.co.uk](mailto:eddye002@hilltopprimary.co.uk)

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications***



### **Safeguarding commitment**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

### **Equality & Inclusivity Statement**

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location

Hilltop Primary School  
Hilltop Road  
Frindsbury  
Rochester  
Kent  
ME2 4QN

Tel: 01634 710312  
Email: [office@hilltopprimary.co.uk](mailto:office@hilltopprimary.co.uk)  
Website: [www.hilltopprimary.co.uk](http://www.hilltopprimary.co.uk)  
what3words: [poetic.labels.train](https://www.what3words.com/poetic.labels.train)

