



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Grimsdell

Nursery Lunch Supervisor Candidate Information Pack



INTRODUCTION

To supervise pupils and ensure their safety and wellbeing during the lunch period. This will be in the Dining hall followed by the Cabin or Den. This is supervisory role in the dining hall and after lunch in one of the 'rest' locations

To maintain safety, good order, wellbeing, and discipline using a positive approach, under the direction of the Deputy Head.

Closing date for applications: 9.00am on Friday 9 June with interviews taking place on Monday 12 June 2023.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

£3728.00 PER ANNUM

Hours

11:15AM – 12.45PM

Days

MONDAY TO FRIDAY

Weeks worked per annum

TERM TIME ONLY
(MAXIMUM 35 WEEKS)

Meals

LUNCH IS PROVIDED FREE
OF CHARGE IN THE DINING
HALL

Dress

SMART CASUAL

‘Awarded Excellent in Quality of Education in academic achievement and personal development.’

THE SCHOOL

Grimsdell

Our aim is to instill a deep and natural love of learning that will stay with our pupils forever. Our curriculum is rich and diverse and extends well beyond the National Curriculum. It is both demanding and exciting, giving them a chance to excel in so many areas.

Please click [here](#) to view our latest ISI Inspection report.

Further details about the School can be found on the website at: millhill.org.uk/grimsdell

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3-18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



JOB DESCRIPTION

Main Duties:

- The successful candidate will supervise lunch in the hall helping the children collect their food, serving water and fruit, clearing the tables with the children and managing behaviour whilst in the hall
- They Nursery Lunch supervisor will then supervise the children moving from the hall to their classroom and support them with changing and having rest time including but not limited to reading stories and providing calming activities

The successful applicant will be required to:

- Warm and respectful interactions with children to encourage and motivate them
- Effective techniques to encourage positive and active speaking and listening skills
- Promote, support and facilitate inclusion by encouraging the participation of all pupils in their learning and extracurricular activities
- Use effective behaviour management strategies consistently and calmly, in line with the school's policy and procedures
- Promote independence and employ strategies to recognise and reward self reliance
- Demonstrate skills in understanding the needs of all pupils and know how to adapt and deliver tasks or instructions to support and meet individual needs
- Understand the role and responsibilities within the dining hall and other spaces recognising that these may extend beyond a direct support role
- An understanding of safeguarding and KCSIE 2022 and how that translates in an early years setting
- Work within the parameters given by the Head Teacher and Senior Leadership Team, Nursery Lead and the Forest School Lead
- Have proper and professional regard for the ethos, policies and practices of our school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the relevant senior person
- Have regard for the need to safeguard pupils' wellbeing by following the relevant statutory guidance along with school policies and practice
- Uphold values consistent with the school by respecting individual differences and cultural diversity
- Contribute to the overall ethos, work and aims of the school
- Participate in training and other learning activities and performance development as required
- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them
- Work with the class teacher and keep other professionals accurately informed of progress or concerns they may have about the pupils they work with

PERSON SPECIFICATION

The Nursery Cover Supervisor Person Specification

- A qualification in childcare or experience in a childcare setting (EYFS an advantage)
- Pediatric first aid or the willingness to complete this qualification
- Demonstrates positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Upholds values consistent with the school by respecting individual differences and cultural diversity
- Professional, hardworking and reliable and kind



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **Friday 9 June 2023**.

Interviews: **Monday 12 June 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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