



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Midday Meal Supervisor



**MILLBANK
ACADEMY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of Midday Meal Supervisor at Millbank Academy. I am delighted that you are considering applying for a position at our school.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient midday meal supervisor to join the Millbank team to help us provide a safe and nurturing learning environment for the young people in our care.

Millbank Academy is a proud member of Future Academies, a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - knowledge, aspiration and respect - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website: [Future Academies - Academies](#).

Millbank Academy is a flourishing mixed, non-selective primary school based in Pimlico, London, admitting students from the ages of three to eleven.

Millbank Academy is passionate about diversity and inclusivity, and welcomes applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at a.gillespie@millbank.futureacademies.org.

Dr Antony Smith
Head of School
Millbank Academy

JOB DESCRIPTION

JOB TITLE: Midday Meals Supervisor

RESPONSIBLE TO: Assistant Head

RESPONSIBLE FOR: Providing outstanding care and supervision for children in a warm, positive, safe environment

HOURS: Typically 11.05am – 1.05pm (term-time only)

SALARY: £6,503.79 (actual salary)

The starting salary will be confirmed on appointment, dependent upon experience.

PLACE OF WORK: Millbank Academy, Erasmus Street, London, SW1P 4HR.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, checks and confirmations will be required in accordance with the statutory guidance.

STAFF BENEFITS: Future Academies recognises its employees as its most important asset and regards them as critical to its success. To demonstrate this all, staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer contributions to Local Government or Teachers' Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme.

PROBATION PERIOD:

The post holder will be required to complete a four month probation period.

PURPOSE OF THE ROLE

The midday meal supervisor will work closely with other midday meal supervisors, the welfare lead and the assistant head, alongside other colleagues, to create a warm, respectful, inclusive environment for children at lunchtimes. They will follow the school's policies and procedures to ensure that all children are safe and feel safe, and that they have a positive experience of lunchtimes.

MAIN RESPONSIBILITIES AND TASKS

- Work with colleagues to create and maintain a safe, happy, welcoming environment for children, their families and staff
- Work flexibly to ensure that children are well supervised at lunchtime and that their needs are met, including through supervising children while playing, supporting them in the dining halls and clearing away/wiping down/setting up tables
- Support pupils to maintain positive conduct underpinned by respectful relationships, in line with the school's behaviour policy
- Communicate effectively with colleagues (and, where appropriate, parents) in relation to the wellbeing and behaviour of children, and keep appropriate records
- Work with colleagues to ensure the welfare of all children in the school, including by attending to sickness and accidents through first aid (to an extent determined by own training) and/or contacting first aiders
- Ensure the safeguarding of all pupils in accordance with school policies
- Follow school policies and procedures, including in relation to health and safety

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The job description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS		• First Aid certificate or willingness to obtain one
EXPERIENCE		• Experience working with children • Experience supporting children with SEND • Experiencing working as a midday meal supervisor
KNOWLEDGE AND SKILLS	• Excellent written and spoken English • Understanding of safeguarding	• Understanding of strategies to support children with SEND
PERSONAL COMPETENCIES AND QUALITIES	• Commitment to the safeguarding of and to promoting the welfare of all children and young people • Excellent interpersonal and communication skills • Commitment to inclusion • Ability to create a warm, nurturing environment • Willingness and ability to work as part of a team • Commitment to equality and diversity • Punctuality and reliability	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line: [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://careers.futureacademies.org/schoolrecruiter).

Applicants should complete the online application form via Eteach. Applicants should also complete the 'Supporting Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than 21st July, 2023. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisting has been completed. The process will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. We reserve the right to interview and appoint ahead of the deadline.

3. Notification & Feedback

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to safeguarding and promoting the welfare of all children and young people. Future Academies expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check are required for this role.