



JOB DESCRIPTION

Lunchtime Supervisor (Monday-Friday)

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 1000+ pupils aged 2 to 18 and over 350 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. This is a unique school where we combine dynamic teaching and learning with traditional expectations that are rooted in a long and proud history. RMS is committed to educating young women to be creative, enthusiastic and generous contributors to an ever-changing world. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.org.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

A position has arisen in the Catering Department working 10 hours per week during term time i.e. 35 weeks per year.

Reporting to the Front of House Supervisor, this is an important role helping and managing large numbers of pupils during the lunch period. You will work as part of a team of three in the main Dining Hall, ensuring a smooth, safe and efficient lunchtime service at all times.

JOB SPECIFICATION

Main Duties and Responsibilities

- Manage the behaviour of pupils during lunchtime within the Dining Hall and corridor.
- Assist in supervising pupils at mealtimes, encouraging children to eat healthily and provide social training such as good table manners.
- Monitor eating habits to ensure balanced meals and appropriate portion sizes.
- Ensure a safe and happy environment at all times.
- Clean tables and chairs as required to ensure a Covid-safe environment.
- Ensure the smooth return of crockery and cutlery to the dishwashing area.
- Report all accidents, safety hazards or observations of children who are unwell.
- Ensure the cleanliness of the environment, dealing with spillages as appropriate.
- Care for the personal cleanliness of all children, dealing with personal accidents if necessary
- Participate in training as required
- To carry out any other reasonable duties as requested by the Catering Manager, Head Chef or Front of House Supervisor.

PERSON PROFILE

The holder of this post will:

- Possess a customer focussed, 'can-do' approach to their work.
- Have tact and diplomacy in order to deal with people in a professional manner.
- Possess good communication skills.
- Be punctual, reliable and conscientious.
- Have excellent time management skills.
- Be self-motivated and able to work alone, as well as part of a team.
- Possess a keen attention to detail.

PERSON SPECIFICATION

Experience and skills

- Previous experience working with children or previous catering experience is desirable
- Previous experience of working in an **educational** environment is an advantage.
- A current Level 2 Food Hygiene certificate is desirable
- A level of Allergen awareness is desirable

TERMS OF EMPLOYMENT

The terms of employment include:

- A term time contract i.e. 40 weeks per year including 5 weeks' paid holiday, working 10 hours per week. The shift pattern will be 12pm-2pm, Monday to Friday
- RMS Support Salary scale S6 (£3,756 per annum) to S8 (£3,984 per annum).
- Flexibility to assist with events including occasional weekends when the role requires e.g. Sports Day, Open Day and Remembrance Sunday which are paid on an overtime basis.
- Access to the RMS Pension Scheme
- Free car parking whilst on duty
- Preferential gym membership
- Access to an Employee Assistance Programme

DISCLOSURE AND BARRING SERVICE

The School is a 'Registered Body' under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.