



**HAMPSTEAD SCHOOL**  
Learning together Achieving together

## MIDDAY SUPERVISOR

Job Application Pack

Part Time | 38 weeks per year | Permanent | Autumn Term 2025



Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk). The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.



Dear applicant,

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

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### Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.



The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.

When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, we would love to hear from you.

Matthew Sadler  
Head



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## The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with around 1300 students. The school, with an admission number of 210, is popular locally.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



## Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

We are proud of what we achieve, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.



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### **More about this role**

We are looking to appoint a committed individual to supervise student lunch time at Hampstead School. Our non-teaching associate staff perform a fundamental role in improving life chances for our young people. As a Midday Supervisor you will have a friendly, but professional approach fantastic customer service, a positive attitude and a passion to make a difference to the lives of our pupils.

As a Midday Supervisor, you will assist the catering team and teachers on lunch duty in the running of our student lunch service. You will use positive management strategies to ensure that the students are behaving appropriately at all times, in line with the school's behaviour policy. In addition, you will support with cleaning any spillage of food or drink in the dining area to help maintain health and safety by reducing the possibility of accident or injury and assist with cleaning and clearing the dining room once lunch time has finished. During the schools summer examination period, you will have the flexibility to alter your start and finish time in line with altered school lunch times which is in place to accommodate exam times.

We are keen to employ enthusiastic and committed individuals who will embrace every opportunity to contribute to our whole school development.

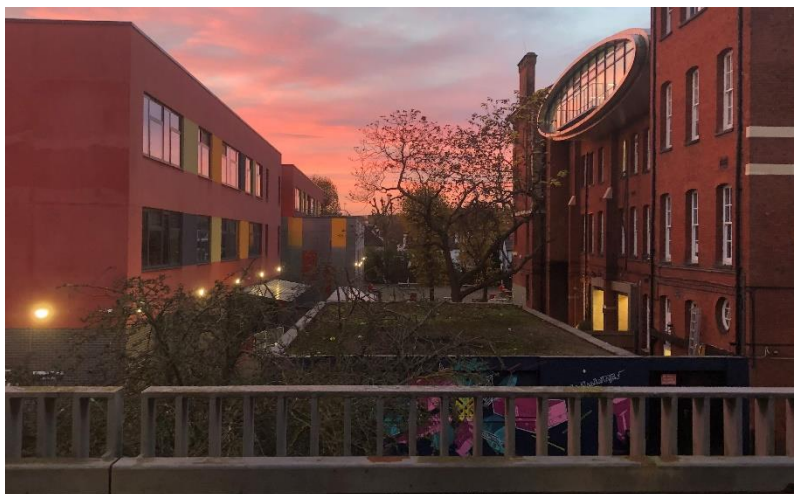
### **Safeguarding Children**

The appointee has a responsibility for promoting and safeguarding the welfare of children and young persons they come into contact with. As such, they must adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead (DSL) or Head.

### **Timeline of events for this post**

Applications should be submitted no later than **23:59pm on Tuesday 24<sup>th</sup> June 2025**.

Interviews will be held on **Friday 27<sup>th</sup> June 2025**. Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.





## Job Profile: Midday Supervisor

Hampstead School is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.

<b>Direct Reporting</b>	Catering Manager
<b>Line Management</b>	No line management responsibility
<b>Grade</b>	Scale 1/2
<b>Main Purpose</b>	<ul style="list-style-type: none"><li>To form part of the team responsible for supervising pupils and the school's premises during the midday break to ensure the service runs effectively and the safety and welfare of pupils is maintained.</li></ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>To conduct timely and thorough cleaning processes both internally and externally, primarily in the kitchen/dining hall, but also in other areas when required, such as the Main Hall, Sixth Form centre etc.</li><li>To ensure appropriate daily set up/break down of any appropriate dining room furniture, ensuring tables and benches are sited correctly and in a timely manner</li><li>To regularly empty waste containers in kitchen, dining hall and other appropriate school areas, as determined by standard operating procedures or advised by colleagues</li><li>To demonstrate good customer service skills at all times, engaging with staff, students and visitors in a professional and courteous manner</li><li>To assist in managing students entering and exiting from the lunch area in an orderly manner</li><li>To encourage students to eat their lunch and monitor those who don't, reporting any concerns to the Catering Manager</li><li>To serve food to students, staff and visitors when required, as well as operating the school's cashless payment system and having responsibility for correct charging of meals taken</li></ul>
<b>Team effectiveness</b>	<ul style="list-style-type: none"><li>To be an active and approachable member of the catering team supporting colleagues in the delivery of the overall service</li><li>To attend all necessary training courses, such as food hygiene etc, and team meetings as required by the Catering Manager, contributing professionally and fully at all times</li><li>To join with colleagues in promoting the catering service to parents, students and staff by taking part in activities designed to increase meal uptake</li></ul>
<b>Hygiene, Health &amp; Safety</b>	<ul style="list-style-type: none"><li>To fulfil all appropriate cleaning tasks as identified by the schedule or relevant colleagues on an ad hoc basis, using the appropriate cleaning materials in a safe and responsible manner in line with COSHH</li><li>To report any equipment and/or building fabric faults and any hygiene, health and safety hazards to the Head Chef or Catering Manager in a timely fashion</li><li>To operate all equipment in accordance with the instructions and training received, ensuring safe working practices at all times</li><li>To dispose of all refuse carefully and in accordance with standard operating procedures, considering the school's pest control and fire safety strategies</li><li>To handle and store all equipment &amp; cleaning materials carefully, avoiding unnecessary breakage and wastage</li><li>To understand and adhere to all Health and Safety procedures as directed, using initiative to resolve low level concerns such as spillages and breakages without unnecessary delay</li><li>To wear appropriate Personal Protective Equipment when carrying out specific duties</li><li>To work in a safe and tidy manner at all times, ensuring consideration for colleagues working in close proximity in an often hot and loud environment</li><li>To observe students and the environment and take action to minimise any identified health and safety risks</li><li>To deliver first aid, responding to minor incidents and referring any major incidents to the Designated First Aider</li><li>To accurately record details of incidents in line with the school's reporting procedures in a timely fashion</li></ul>



	<ul style="list-style-type: none"> <li>To be aware of and support pupils with medical/dietary needs, including allergies, intolerances and religious requirements</li> <li>To actively promote the school's policy around healthy eating to students</li> <li>To feedback concerns relating to pupils' health and safety to the Catering Manager or other senior member of staff</li> </ul>
<b>Behaviour duties</b>	<ul style="list-style-type: none"> <li>To report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy</li> <li>To take necessary action to minimise disruption and harm to students, in line with the school's behaviour policy</li> <li>To make sure students tidy up after themselves in the lunch area and other appropriate areas</li> <li>To follow any directions from class teachers or other relevant colleagues in supporting specific pupils with challenging behaviour or Special Educational Needs</li> <li>To help resolve minor issues between students during lunch activities, referring serious issues to an appropriate colleague</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>To ensure that all Data Protection regulations are adhered to, informing the Data Protection Lead of any related issues, particularly in relation to potential data breaches and poor working practices.</li> <li>To uphold and further the School's equal opportunities policy and to carry out duties effectively and without discrimination.</li> <li>To carry out any other reasonable duties within the scope of this function and grading as directed by the Catering Manager, or other senior staff</li> <li>To act at all times in accordance with School policies and to provide a professional role model for students, parents and other staff.</li> <li>To participate in training and other learning activities and performance development as required.</li> <li>To actively promote safeguarding, student wellbeing and associated procedures in line with KCSiE and school protocols.</li> <li>To play a full proactive part in the life of the school community in implementing its vision, mission and ethos and support and expect staff and students to do likewise</li> <li>To manage the available resources of space, staff, money and equipment efficiently in line with the Nolan Principles – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.</li> <li>To act as a designated First Aider, following appropriate training, to ensure requirements of the school's First Aid Needs Assessment are satisfied</li> </ul>

*The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.*

*This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.*

*All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people*



## Person Specification: Midday Supervisor

*Hampstead School is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.*

Criteria		Essential	Desirable
<b>Values and disposition</b>	The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others	•	
	A commitment to an ambitious, inclusive, comprehensive education	•	
	High expectations and a relentless focus on improvement	•	
	A positive, proactive, creative, solutions-focused approach	•	
	A team player who recognises the importance of a collegiate ethos	•	
	Reflective, self-aware, and keen to listen and understand	•	
	An exceptional record of punctuality & attendance	•	
<b>Experience</b>	Experience of working in a multitask environment	•	
	Previous experience of working in a professional kitchen environment		•
	Experience of working within a customer care environment		•
<b>Knowledge and skills</b>	Good communication skills both verbal and written	•	
	Ability to follow procedures	•	
	General good health and physical fitness – must be able to lift, bend and stretch frequently.	•	
	Ability to prioritise, work under pressure and meet deadlines	•	
	Ability to work alone and as part of a team	•	
	Act calmly and quickly in an emergency	•	
<b>Equality, Diversity and Inclusion</b>	Awareness of the equality, diversity and inclusion agenda	•	
	Commitment to equal opportunities and celebrating diversity	•	
<b>Qualifications</b>	Good standard of education	•	
	Right to Work in the UK	•	
	Food Hygiene Certificate		•
	First Aid qualification		•

*All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.*



## **What Ofsted say about Hampstead School**

Hampstead School welcomed Ofsted inspectors in April 2023. Hampstead School continues to be an 'Ofsted good' school, and we are very proud of the many positives highlighted in their report.

### **Curriculum**

'Leaders have thought carefully about the design of the curriculum. They have made sure that this curriculum is ambitious and broad.'

### **SEND**

'Pupils with SEND access the same ambitious curriculum as their peers, and they achieve well.'

### **Personal Development**

'Leaders have thought carefully about the provision for pupils' wider development including for students in the sixth form.'

### **Relationships**

'Staff feel valued and are proud to work in the school.'

### **Behaviour**

'Leaders have high expectations of pupils' behaviour.'

### **Reading**

'Leaders have made reading a priority.'





## **Transport**

Our location, minutes from Cricklewood Station and only a short distance from Brondesbury, Kilburn and West Hampstead, means the Thameslink, London Overground and Jubilee Line offer staff the benefit of Inner-London weighting, but the flexibility of where they choose to live.

We recommend that candidates invited for interview travel to the school via public transport. If a candidate is invited for interview and requires parking for reasons such as mobility issues, we advise that the HR team are alerted about this requirement when interview attendance is confirmed.

Car parking at Hampstead School is limited. To ensure fairness, we operate a permit application process that allows contracted staff to apply for a parking space based on need. Outside of allocated permit spaces, there are some “first come, first served” spaces.

## **What can Hampstead School offer you?**

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Employee Assistance Programme
- Cycle to work scheme
- Eye test vouchers
- Annual flu jab
- Discretionary annual wellbeing allocation designed to aid employees with their mental health (e.g. to attend important personal events like nativity plays, social or sporting events, etc).