

LUNCHTIME SUPERVISOR



- Closing date: 28th February 2025
- Starting date: Immediate (if possible)
- Interview dates: 05th March 2025
- Salary: £11.44 per hour (annual salary £5,102 per annum),
rising to £12.21 per hour on 1 April 2025
- Location: Swanage, Dorset
- Contract type/hours: Part Time, Term Time Only
10.00 hours per week (2 hours per day 12.30 to 14.30)
39 weeks per year (plus 28 days paid holiday)
- Contract term: Permanent
- Website: www.theswanageschool.co.uk
www.theswanageschool.co.uk/vacancies
- Contact details: jenheath@theswanageschool.co.uk

JOB PURPOSE

To undertake general lunchtime supervision duties. This role will be part of a team of cleaners and the lunchtime support team; the postholder will be expected to work with limited supervision to an established work pattern. Variations in work requirements and allocation will be determined by the Cleaning & Lunchtime Supervisor.

RESPONSIBILITIES: LUNCHTIME ASSISTANT

- Supervision of students immediately before, during and after the lunchtime meal.
- Supervision of students' entry into the dining room.
- Assistance for students where necessary to carry trays to table and to return empty dishes to service counter.
- Clearance of any spillages during lunchtime, and cleaning of tables/floor areas/bins at the end of service.
- Putting out tables and chairs prior to meal and moving them out of the dining hall after service.
- Ensuring students tidy/clear up in a satisfactory manner where appropriate.
- To undertake any other duties of a similar level of responsibility as may be required.

- Act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school's values and ethos.

PERSON SPECIFICATION

- Good communication skills working with colleagues at all levels.
- Previous experience in a school environment would be desirable.
- Experience of working with children.
- Commitment to maintaining and providing a high-quality service.
- Ability to supervise and organise pupils.
- Ability to manage behaviour in a calm and positive way.
- Excellent communication skills and able to act calmly when under pressure.
- Tact and diplomacy in all interpersonal relationships with colleagues and other school staff and students.
- Ability to work as part of a team and to use own initiative when appropriate.
- The flexibility to adapt to changing workload demands and new organisational challenges.

ABOUT THE SWANAGE SCHOOL

The Swanage School is a truly exceptional, innovative school and is renowned for its pioneering and inventive approaches to ensuring the absolute best experience for our staff and students. We are relentless in the pursuit of excellence and enjoy strong outcomes for students as a result. We are forward-thinking, creative and we always say yes to a good idea from staff and students alike. We are not part of a big multi-academy trust; we are small by design – a small school with a big vision - versatile and full of ambition for our students and staff. The Swanage School opened in September 2013 as a brand new 11-16 comprehensive school and we have 345 students on role across years 7 to 11.

The Swanage School was created on 'human scale' principles, which means that strong and genuine relationships – within school, with the local community and with the wider world – are at its heart.

FURTHER INFORMATION

We are a friendly bunch, with support staff and teachers working together to provide a safe and welcoming environment in which students can learn, grow and experience a superb

range of extra-curricular opportunities. You will be joining a dedicated team who work hard in a constantly busy and changing environment.

Information about the school can be found on our website, along with our application form: www.theswanageschool.co.uk or www.theswanageschool.co.uk/vacancies

If you have any questions about the school or the role, or if you would like to arrange a visit to the school, please contact Jen Heath on: jenheath@theswanageschool.co.uk or phone 01929 500599.

SAFER RECRUITMENT

As an equal-opportunities employer we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.