

Dear Applicant,

On behalf of the Board of Directors for The Romero Catholic Academy, we would like to thank you for your interest in the post of Lunchtime Supervisor within our Multi Academy Company.

The closing date for receipt of applications is via email to hr@romero.coventry.sch.uk by 30th March 2020 9am. Interviews will take place on tbc.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties, please contact HR at hr@romero.coventry.sch.uk

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Relevant skills & experience' section of the form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**



Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

A summary copy is included for your information.



Academy Business Director
The Romero Catholic Academy

The Romero Multi Academy Company
“Securing 3-19 Catholic Education in Coventry”

“This is what we do:
We plant the seeds that one day will grow.

We water seeds already planted, knowing that they hold future promise.

We lay foundations that will need further development.

We provide yeast that produces far beyond our capabilities.”



Each school retains its own unique ethos and mission recognising the local community it serves. However, our unified Mission states that,

“We are a Christ-centred Communities dedicated to faith formation, academic excellence and individual growth for our young people, all rooted in the Gospel message of Jesus Christ.”

OUR SCHOOLS

The following schools are within The Romero Catholic Academy:-

Secondary School:-

Cardinal Wiseman Catholic School

Primary Schools:-

**Corpus Christi Catholic Primary School
Good Shepherd Catholic Primary School
Sacred Heart Catholic Primary School
St Gregory Catholic Primary School
St John Fisher Catholic Primary School
St Patrick Catholic Primary School
SS Peter and Paul Catholic Primary School**

Corpus Christi Catholic Primary School

Job Description for Lunchtime Supervisor



**Corpus Christi
Catholic Primary School**

Part of The Romero Catholic Academy

Grade: Grade 1 (points 1-2, £17,364 - £17,711) paid pro rata
Hours: 6.25 hours a week, Monday - Friday 12:00pm – 1:15pm, 38 weeks per year
Contract Type: Permanent
Start Date: ASAP

This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

Core Purpose

As a Lunchtime Supervisor at Corpus Christi Catholic Primary School the core purpose of the job is to be responsible, under the direction of the Senior Lunchtime Supervisor and in co-operation with Catering staff individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the school.

Duties and Responsibilities

1. Supervising pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Head Teacher.
2. Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
3. Ensuring each pupil has access to a meal, encouraging them to eat their food appropriately, displaying good table manners.
4. Assisting pupils in the collection of food trays and plates and ensuring that pupils line up in an orderly manner.
5. Assisting very young or less able pupils in developing eating skills.

6. Supervising and assisting pupils to return waste food, plates, cups and cutlery to the appropriate points.
7. Undertake ancillary duties including the wiping of tables, cleaning of spillage's (e.g. food, vomit).
8. Assist kitchen staff with the setting up and putting away of tables and chairs.
9. Assist kitchen staff with brushing and cleaning the hall floor to ensure that no traces of food are left, ready for the curriculum in the afternoon. For health and safety reasons this should be completed so that the hall floor is clean, dry and ready for a 1.15pm start.
10. Provide basic First Aid care, maintaining records of accidents/incident where appropriate and passing relevant information onto the class teacher.
11. Act as Care for sick children until appropriate qualified medical assistance is available and/or until parent or guardian collects sick child.
12. Making a telephone call to parents in line with the First Aid policy when a child has a head bump, eye injury or an injury to the personal area.
13. Organise suitable games/activities to play with the children encouraging co-operation and a happy, fun playtime.
14. Organising suitable indoor activities for pupils when there is inclement weather and ensure that pupils remain in their designated areas.
15. Support the school behaviour policy through such initiatives as 'Community Service' and through giving rewards such as stickers, praise etc.
16. Deal with behavioural issues, informing the Senior Lunchtime Supervisor of any serious issues.
17. To remain sited in the area assigned by the senior supervisor unless an emergency arises.
18. Following fire and evacuation procedures and checking pupils are safe.
19. During closure of schools, to assist the kitchen staff with general cleaning duties in the kitchen and dining area and in particular the cleaning of dining furniture.
20. To attend and contribute to Lunchtime Supervisor meetings when called to improve communication and performance.
21. And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading. (Please refer to the Notes of Guidance for further clarification).

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible for: Children from Reception to Year 6

Responsible to: Senior Lunchtime Assistant (who are line managed by the Office Manager)

Agreed by..... Date

Principal..... Date

Review date: This job description will be reviewed in September 2020 but may be reviewed before this date should the duties change

Corpus Christi Catholic Primary School

Job Description for Lunchtime Supervisor



**Corpus Christi
Catholic Primary School**
Part of The Romero Catholic Academy

	Job Requirements
Knowledge:	<p>The successful candidate will have a willingness and a desire to work with young children and be able to provide caring and enthusiastic supervision during lunchtimes.</p> <p>The successful candidate will have either a current first aid certificate or a willingness to attend first aid training.</p>
Skills and Abilities:	<ul style="list-style-type: none"> • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner. • Basic reading and writing skills to maintain records of accidents and first aid, and check that pupils have paid for their meals or are entitled to free meals. • Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner. • Able to administer basic first aid. • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way. • Able to supervise and control children to minimum set standards of discipline. • Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Lunchtime Supervisor • Able to assist pupils with developing their eating skills. • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.
Experience:	<ul style="list-style-type: none"> • Experience of children in some capacity of responsibility, eg. own children or previous school experience: <ul style="list-style-type: none"> - In a primary school – this should be with 5 to 11 year olds.
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment.

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| | <ul style="list-style-type: none">• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
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