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**RICHARD PATE SCHOOL**

**LUNCHTIME SUPERVISOR – INFORMATION PACK**

**Title:** Lunchtime Supervisor

**Reports to:** Deputy Heads/Head of Prep

**Employment:** Part-time, term time only

**Hours:** 7.5 hours per week (12 noon – 1.30pm, Monday to Friday)

**Salary:** Annual Salary will be £3,847.80, which includes paid holiday and Bank Holidays and half-pay retainer for non-working days over and above paid holiday.

**Start Date:** As soon as possible.

**JOB DESCRIPTION**

**Scope and Purpose**

As a member of our friendly lunchtime supervision team, you will be responsible for ensuring pupils’ safety and wellbeing across the lunchtime period, both in the dining hall and in the playground, in line with the School’s policies and procedures.

**Responsibilities**

1. Playground supervision during the lunch period, in accordance with the School’s supervision policies.
2. Accompany pupils to and from lunch room as required.
3. Supervise as required in the dining room.
4. Attend meetings / in-service training regarding the role of lunchtime supervisor.
5. Administer first aid in accordance with school policy.
6. Attend basic first aid/other training as required.
7. Liaise with Deputy Head(s) or Head of Prep. Department regarding discipline issues.
8. Complete First Aid record for head injuries and any other injuries requiring first aid.
9. Communicate with Deputy Head(s) or Head of Prep. and class teachers regarding welfare and behavioural incidents which take place.

**PERSON SPECIFICATION**

**Education, Qualifications and Training:**

* A basic knowledge of Child Protection issues would be helpful, but is not essential as training will be given.
* A basic First Aid qualification would be helpful, but is not essential as training will be given.

**Experience:**

* Previous experience caring for children would be helpful, but is not essential.

**Aptitudes and Skills:**

* Be an excellent team player, able to communicate well with children and colleagues.
* Be punctual, reliable, flexible, trustworthy, cheerful and hardworking, and enjoy working with young children.

**SAFEGUARDING AND PROBATION**

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children. The School’s Safeguarding Policy is available on our website: www.richardpate.co.uk.

The successful applicant’s appointment will be subject to successful completion of a 3 month probationary period.

**FURTHER INFORMATION**

Up to date information and policies (including ‘*Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice’*) may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

**HOW TO APPLY**

To apply, please download an application form from our website, or call Mrs Wray on 01242 522052 who can provide you with an application form.

Please post completed application forms to the following address:-

Bursary

The Richard Pate School

Southern Road

Cheltenham, GL53 9RP

Alternatively, e-mail to: bursar@richardpate.co.uk

Applications must be received by **Friday 15 December 2023.**

Interviews: short-listed candidates will be invited for interview (date to be confirmed).

**Start date: January 2024**.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

*Pate’s Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment*. *In accordance with the DfE’s Keeping Children Safe in Education 2023, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.*

*Pate’s Grammar School Foundation is an equal opportunities employer. Please let us know if you need reasonable adjustments for any part of the recruitment process.*

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