



Manor Park

CE (VC) First School



Love for God ~ Love for Each Other ~ Love for Learning



Recruitment Pack: Midday Supervisor



Head of School's Welcome



Manor Park First School is in the heart of Dorchester. Our school is in a very modern building with extensive grounds which provides the children with opportunities such as Forest School sessions.

Our 450-pupil school is organised in 12 classes. We have a wonderful preschool, where children start their journey and **love for learning** within a caring and supportive environment.

Our families originate from many different countries giving the school a rich diversity. We celebrate the cultures of our children and the knowledge and understanding they can bring to all of us as we take our place in the multicultural Britain of today.

What Makes Us Special?

We believe that school should, first and foremost, be a happy place where children develop a love of learning, their surroundings and themselves. We challenge our children to achieve the very best that they are capable of and we instill in them ambition and drive to succeed. The care and welfare of each and every member of our school community is integral to the school's ethos and our Christian faith.

All who come to our school comment on the calm and respectful, yet purposeful and industrious atmosphere created by the children and staff. Our children are thoughtful, independent, and well-behaved; if you were to come and visit us, I am sure you would agree that they are the best ambassadors of what our school values.

With all best wishes,

Tamara Sterck
Head of School

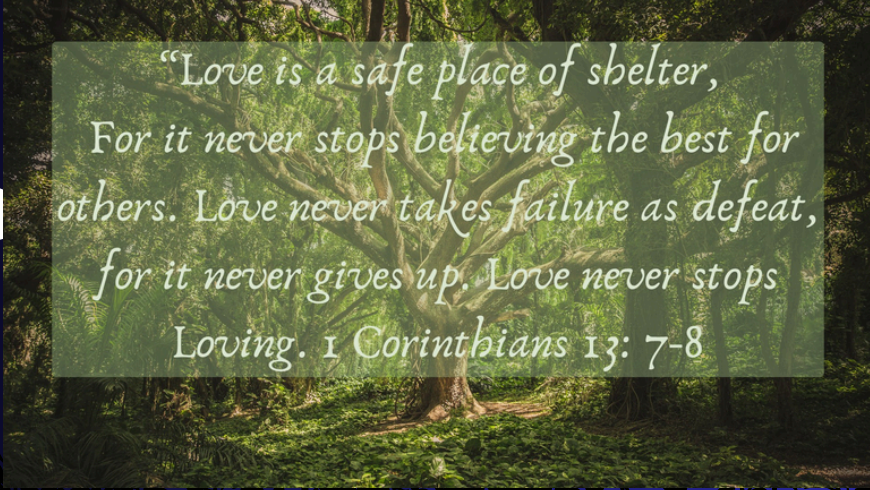


Our Vision

At our core, we are a school with a Christian ethos. Underpinning all that we do at Manor Park First School is the belief that...



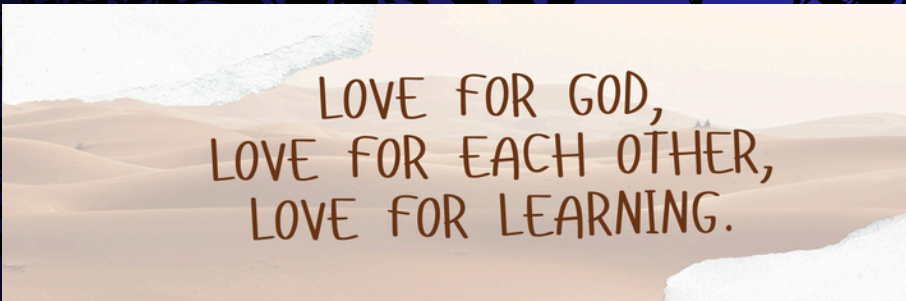
Love
for
Each
Other



*"Love is a safe place of shelter,
For it never stops believing the best for
others. Love never takes failure as defeat,
for it never gives up. Love never stops
Loving. 1 Corinthians 13: 7-8*

Our Mission

In all our interactions as a school community we show:



LOVE FOR GOD,
LOVE FOR EACH OTHER,
LOVE FOR LEARNING.

All children at Manor Park demonstrate a Love for God through an ethos which engenders our core values of Love, Care and Respect for all in our school community.

All children at Manor Park demonstrate a Love for each other in our wonderful and diverse community, in which differences are celebrated and mutual love and respect is embedded and modelled by all.

All children at Manor Park demonstrate a love for learning through a rich curriculum which rigorously embeds core skills. Our expert staff open doors to opportunities and choices which enable children to apply these skills in a rich, varied and challenging context - achieving highly.

Job Description

Job Title: Midday Supervisor

Main job purpose

To ensure the safety, general welfare and conduct of pupils during the midday break period.

Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Main responsibilities and duties

1. To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures
2. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
3. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements
4. To maintain good order in the dining areas
5. To assist pupils, where necessary, with the collection of food and return of trays or other items to the service counter.
6. To assist, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
7. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
8. To assist in the setting up and removal of furniture where necessary
9. To take immediate action to attend sickness or accidents by carrying out minor first aid and summoning relevant assistance
10. To report and unauthorised visitors on school premises.
11. To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
12. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Job Description

Knowledge and Skills

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils' personal needs is important. Necessary training in food handling may be required.

Supervision & management

The postholder will be expected to work with limited supervision to an established work pattern. There will be support available from the Headteacher or other designated members of staff.

Key contacts & relationships

1. There is a high level of interaction with individual and groups of pupils.
2. To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

Decision making

1. The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour.
2. The nature and level of intervention and the referral of problems to senior staff will depend on personal judgment within and guidelines and policies issued by the school

Job Description

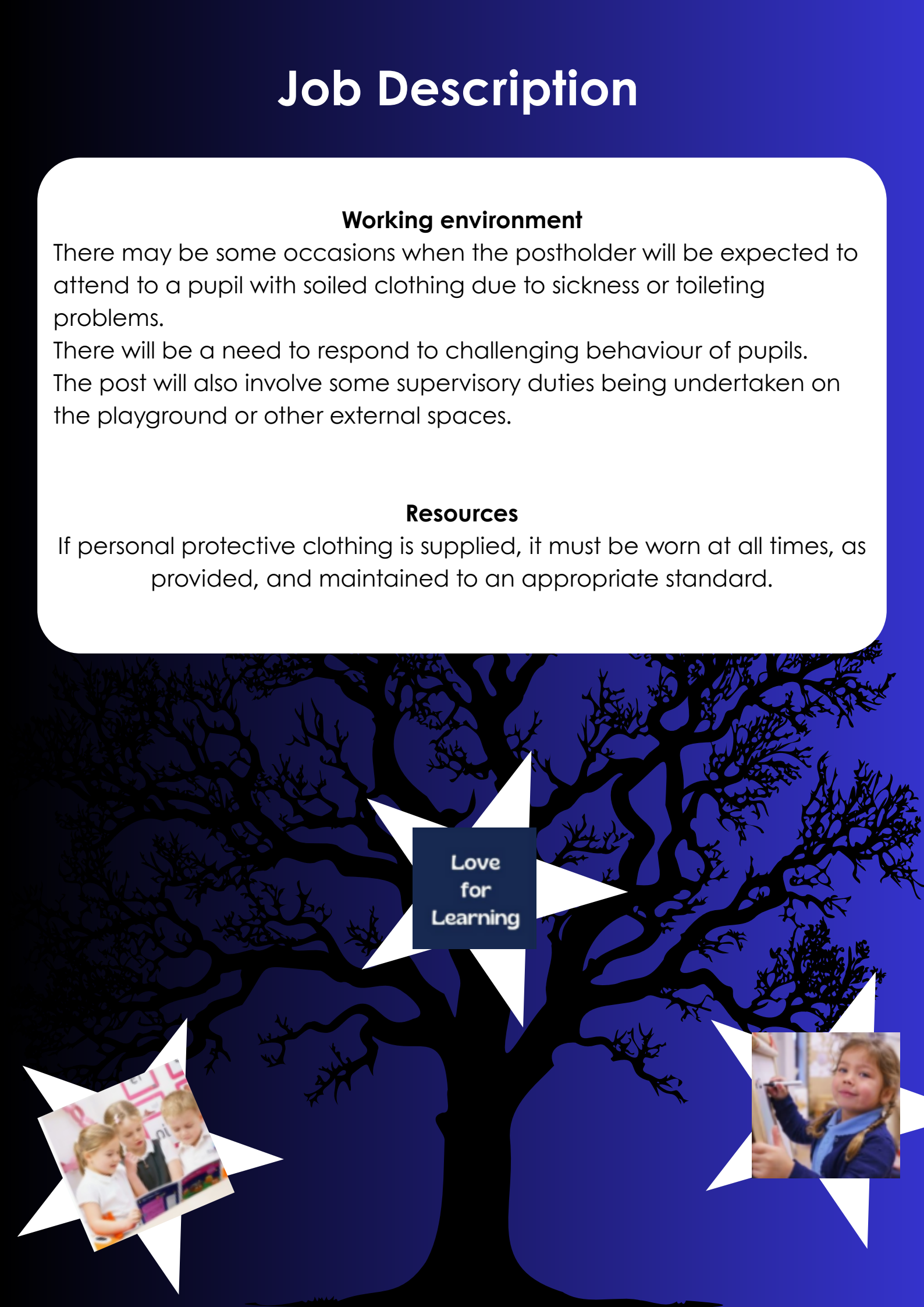
Working environment

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

There will be a need to respond to challenging behaviour of pupils. The post will also involve some supervisory duties being undertaken on the playground or other external spaces.

Resources

If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard.



Love
for
Learning

Person Specification: Midday Supervisor

Qualifications and Training	Essential	Desirable
First Aid Certificate or willing to train towards it		✓
Current Food Hygiene Certificate or willing to train towards it		✓
Experience and Skills		
Previous experience of working as a Midday Supervisor or in a similar relevant setting		✓
Ability to maintain effective records	✓	
Awareness of health and safety issues and their implementation in the workplace		✓
Awareness and ability to maintain a hygienic and clean environment	✓	
Knowledge and Understanding		
Understanding of children's needs	✓	
Working with People		
Ability to communicate effectively both written and verbal	✓	
Experience of and commitment to working as a member of a team	✓	
Ability to establish positive relationships with the wider community		✓
Key Skills, Qualities and Attributes		
Commitment to equal opportunities	✓	
Commitment to positive strategies in managing behaviour	✓	
Resilient, cheerful under pressure	✓	
Innovative self-starter and able to work independently	✓	
Good organisational skills	✓	
Ability to manage time effectively and prioritise duties	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practice	✓	

How to apply

Your completed application form must be submitted online through Dorset Council. All applicants are required to complete the Dorset Council application form. We do not accept CVs in place of an application form.

Your supporting statement should detail your motivation for applying for this position. Decisions regarding the short-list will be made with reference to the person specification.

Selection Process

The selection process will be undertaken by the Head of School, SLT and the Governing Body, who are committed to selecting an excellent and motivational practitioner to become part of our outstanding teaching team to take Manor Park CE First School forward.

If you require any further information please contact the Head of School, Mrs Tamara Sterck.

Any offer of employment will be subject to receipt of satisfactory references and positive responses to other pre-employment checks regarding your suitability for appointment.

Salary

Salary will be at Dorset Grade 1. The terms and conditions of employment will be in accordance with Wessex Multi Academy Trust.

Visits

Visits to the school are usually warmly welcomed and encouraged.

Our website has a wealth of information about our school which can be accessed at www.manorpark.dorset.sch.uk



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Love
for
God

Manor Park CE (VA) First School
Mellstock Avenue
Dorchester
Dorset
DT1 2BH



01305 268741

office@manorpark.wessex.ac
www.manorpark.dorset.sch.uk



@manorparkfirst



ManorParkDorchester