



INFORMATION FOR APPLICANTS:

Midday Supervisory Staff (Lunchtime staff) at Willen Primary School, Milton Keynes



WELCOME TO WILLEN PRIMARY SCHOOL FROM THE HEADTEACHER, CARRIE MATTHEWS



Welcome to WPS! Thank you for taking the time to read this document and for showing an interest in our school.

At Willen Primary we are united in working towards one common aim: to provide MK children with the best quality education we can.

We believe that this journey starts with our talented staff. That is why we pride ourselves on creating a close, supportive team where every teacher is able to excel.

Boasting extensive grounds, local amenities, bespoke CPD packages, wonderful children and a close knit team, we believe that WPS is the place to be. Why not arrange a visit so you can see for yourself? Contact the school office (office@willen.milton-keynes.sch.uk) to book an appointment or for further information.



MILTON KEYNES

A GREAT place to live and work:

- 50 miles from London, 48 miles from Cambridge and with excellent network links
- Outstanding amenities including a theatre, world class shopping centre, water and winter sports facilities, Football Stadium and a thriving social scene
- More Parklands and green spaces than any other City in the UK
- Home to the MK Dons, Bletchley Park and the infamous concrete cows!

OUR SCHOOL

Built in 1988, Willen Primary School was created to serve the growing community of Willen and surrounding areas. Now welcoming children from across the whole of Milton Keynes, Willen Primary is a popular and well respected Primary school. With a capacity for 420 pupils from Year R-6 we serve a diverse and exciting community.

We are an Ofsted 'Good' school (November 2017) with the potential to be even better.

Our curriculum is bespoke to our children and our aim is for both teaching and learning to be exciting, relevant and enjoyable. With a healthy emphasis on the core curriculum and a commitment to learning through modern technologies, WPS children receive a broad and balanced education. A strong element of this is also our care for the children; highly trained staff ensure that our children are safe, happy and healthy throughout their time with us.

Our new Head (September 2017), Carrie Mathews has exciting plans for the school and its staff and is committed to their wellbeing in equal measure to the children. Staff recognition, birthday celebrations and staff social events are all standard examples of the 'Willen way'. This is such an exciting time for the school and there is no better time to join us!

THE POST

Midday Supervisor (Lunchtime) Staff (MDS)

Salary: Grade A

Hours: 7.5 hours per week, Term Time + 1 week (11:45/12.00—1.15/30)

Start Date: ASAP

Responsible to: Headteacher

All responsibilities of an MDS are anticipated as part of these roles and in return, we will ensure that you are well supported. This includes providing any training that you feel that you would benefit from and also, an experienced and qualified mentor who will safeguard your wellbeing and success.

For the right person, I promise you it's going to be a fabulous job.

RECRUITMENT TIMETABLE

13/01/23	Advertisement appears : MK Website, school website
Friday 27 th January 2023	Closing date for applications (by 12 noon) <i>References will be requested at this stage</i>
Wednesday 1 st February 2023	Interviews

JOB DESCRIPTION

“Willen Primary School is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers & the Criminal Records Bureau.”

Job role:	Midday Supervisor (MDS)
Salary grade:	Grade A
Accountable to:	Headteacher
Line management structure (current):	Head Teacher, Deputy Head Teacher, SENDCo

Purpose of job

To work as part of a team monitoring pupils' behaviour during the midday break.

Key Objectives

1	Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2	Assist in the supervision of other activities during the midday break, including setting out and storing equipment
3	Encourage pupils to select and eat healthy balanced meals.
4	Operate tills and take money/vouchers as meal payment.
5	Communicate with pupils during midday breaks to encourage healthy meal selection and oversee play activities
6	Clean up spillages of food or liquid during meal service
7	Wipe down tables and clean dining areas between meals
8	Report incidents in line with school policy

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Responsible for safe supervision of pupils and careful use of dining room equipment and facilities at meal times.
- Clean up spillages of food or liquid during meal service
- Wipe down tables and clean dining areas between meals.
- May handle small amounts of cash.
- Undertake similar work at other times, such as before and after school.
- Occasionally exposed to emotionally demanding situations during the midday break. Senior staff taking responsibility for resolving issues.
- Report incidents in line with school policy.
- Requires normal physical effort or stamina, with shorter periods of greater effort including carrying loads and cleaning

Work Profile

- Ensuring pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

PERSON SPECIFICATION

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Good standard of education		x		A
Skills / Experience	Knowledge of school routines and behavioural procedures			X	A
	Excellent communication skills	x			A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Awareness of school timetable			X	I
Influencing and interpersonal skills	Advising / encouraging pupils in relation to healthy eating practices and appropriate behaviour		x		I
Using initiative	Reacting positively and appropriately to day-to-day situations		x		I
Working independently	Dealing with day-to-day incidents and minor emergencies		x		I
Managing resources	Use and safe keeping of equipment and materials where relevant		x		I
Managing risk	Awareness of school standards and practices in relation to health and safety, child protection etc.		x		I

Managing oneself	Awareness of opportunities for self-improvement at all times		x		I
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HOW TO APPLY

Please read the information in this pack. If you decide to apply you should send your completed application form and cover letter via either hard or electronic copy to tchappell@willenprimary.org or care of Tina Chappell to **Willen Primary School, Beaufort Drive, Milton Keynes, MK15 9HN**. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Should you have any questions or queries or would like to visit the school, please do not hesitate to contact us on office@willen.primary.org or by phone on 01908 690098.

We look forward to meeting you!
