

## **The Role**

### **Senior Meals Supervisor - Required for September 2024**

**Job type:** Part-time, 7.5 hours per week/term time only, 38 weeks per annum

**Contract Type:** Permanent

Are you an enthusiastic and caring person who would like to join our Midday Meals team?

Under the direction of the Executive Business Director, the Senior Midday Meals Supervisor leads and is responsible for a team of Meals Supervisors for the effective supervision of the school's pupils during the mid-day break in and about the premises.

The appointed candidate will work daily from 12pm – 1.30pm Mon-Fri.

## **Location**

Fairlawn Primary School  
Honor Oak Road  
London  
SE23 3SB

Tel: 020 8699 7948

## **The ideal candidate will:**

- Have experience of working with children
- Have positive ideas for lunchtime games and activities
- Be flexible
- Be able to use their initiative
- Be calm and patient
- Be a good role model to the Midday Meals Supervisors

The ideal candidate will be responsible for:

1. Allocating instructions and duties to the Midday Meals Supervisors and supervising them accordingly.
2. Exercising general responsibility for the behaviour of children during the mid-day break, ensuring that health and safety practices concerning the children are maintained.
3. Upholding a positive system of behaviour for all children in line with the school's behaviour policy.
4. Being fully aware of and understanding the duties and responsibilities in relation to child protection and safeguarding children and young people as this applies to their role within the organisation
5. Ensuring that Safeguarding Leads are made aware and kept fully informed of any concerns which they may have in relation to safeguarding and/or child protection.

This is an excellent opportunity for the right candidate for whom we offer:

- A friendly, professional and supportive place to work
- An opportunity to develop your skills and be part of a team committed to providing high quality child care provision

## Salary

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

Contract: Permanent, Term Time Only, 38 weeks

Salary: Scale 5 Spine Point 15 (£33,204 pro rata)

The actual salary to be paid pro-rata for part-time/term time only working is approximately £5,990 (0-5 years' service)

## Further Information

Visits to the school are encouraged. Please call to arrange a convenient day and time.

Application packs are available on our website <https://www.fairlawn.lewisham.sch.uk/>

If you would like to find out more about this post, please email [vacancies@fhfederation.lewisham.sch.uk](mailto:vacancies@fhfederation.lewisham.sch.uk)

**PLEASE NOTE:** CVs will not be accepted. Applications can be emailed to Mrs R Clarke (Executive Business Director) at [vacancies@fhfederation.lewisham.sch.uk](mailto:vacancies@fhfederation.lewisham.sch.uk) or handed in to the school office. We look forward to receiving your completed application form. We regret we are only able to contact shortlisted applicants.

## Safeguarding Statement

The Fairlawn and Haseltine Primary Schools' Federation is fully committed to safeguarding and promoting the welfare of children and young people. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.

Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

## Closing date

Closing date: Wednesday 10<sup>th</sup> July at midday

Interview date: Wednesday 17<sup>th</sup> July 2024

