



BICESTER LEARNING ACADEMY

APPOINTMENT OF Lunchtime Supervisor

Based at Glory Farm Primary School, Bicester OX26 4YJ





GLORY FARM PRIMARY SCHOOL

Headteacher - Mr Ian Elkington

Glory Farm is an extraordinary school, where adults and children work together in a warm, exciting and stimulating environment. Pupils aged between four and eleven from our richly mixed catchment area are taught in mixed ability classes, working under the care and guidance of their own class teacher. We are proud of our learning environment, the equipment and facilities we offer, and the way in which the children use, enjoy and respect them.



We have just received a fantastic Ofsted report! (June 2017)

Our school was praised because:

- We have a “shared vision”, working as a “cohesive unit to ensure good outcomes for all groups of pupils”.
- “Pupils make good progress from their varied starting points”.

- “The quality of teaching, learning and assessment is good. Staff value and benefit from effective training and support from leaders across the multi-academy trust”.
- “Teachers have good subject knowledge, and plan imaginative and engaging activities that make use of the school’s environment”.
- “Pupils’ spiritual, moral, social and cultural development is a strength of the school. Pupils’ behaviour around the school is good and their attitudes to learning are positive”.
- “Pupils greatly enjoy school, feel safe and say that behaviour is good”.
- “Strong leadership of the early years ensures that there is a continual drive for improvement. [Pupils] have clear routines and are motivated to engage in learning from the beginning of their education”.

All in all this is a great place to work in!





THE VACANCY

An exciting opportunity has arisen for a **Lunchtime Supervisor** to join Bicester Learning Academy at Glory Farm Primary.

We are seeking a dedicated and efficient Lunchtime Supervisor to support the school during lunchtimes by ensuring the safety and welfare of the pupils, following all health and safety guidelines and supporting the school in keeping a high standard of cleanliness.

This is a permanent position of 7.5 hours per week for 38 weeks per year. The position is based across all of the Bicester Learning Academy sites.

The starting salary will be £15,014 pro rata per annum (£2,534.78 for the hours and weeks worked).

The successful candidate will need to:-

- have an ability to read and understand information e.g. instructions
- have worked with children or young people in a similar environment
- have an awareness of health and safety and first aid in schools
- have an understanding of the role of a lunchtime supervisor
- have an ability to carry out general cleaning duties as detailed in the job description
- be punctual and reliable
- be able to stay calm in an emergency
- have an ability to work both alone and within a team to achieve specified standards
- have an awareness of responsibilities for health and safety of themselves and others.
- have a successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.
- have a commitment to safeguarding children.

For an informal discussion of the post please contact:

Mr Ian Elkington, Headteacher
Tel: (01869) 244050
Email: ielkington@thecooperschool.co.uk

Further details and an application form are available on the Academy website:

www.bicesterlearningacademy.co.uk

Please contact Human Resources with any questions:
Tel: (01869) 362697
Email: recruitment@thecooperschool.co.uk

Closing date for receipt of applications: 14th December 2017

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





JOB DESCRIPTION

Job description:	Lunchtime Supervisor
Grade:	1
Working hours per week:	7.5 hours per week
Working weeks per year:	38 weeks
Permanent/Temporary:	Permanent.
Principal place(s) of work:	Glory Farm Primary but the post holder will be expected to work flexibly across all Bicester Learning Academy sites
Immediate line manager:	Catering Supervisor
Staff managed:	None
Job Purpose:	To provide a lunchtime service, supervision of the children during dinner time periods and the cleaning up and putting away of equipment at the end of the lunchtime dinner period.

Main Duties/Responsibilities:

1. Supporting the absent teacher

- Ensure the safety, welfare and good conduct of the children during the lunch time break whether in the dining hall, in the school playground or on the school fields.
- Be involved in the evacuation of the dining hall during a fire alarm or as required in an emergency and for the supervision of the children during and emergency.
- Be responsible for dealing with minor accidents and incidents as they arise, reporting these to the teacher on duty rota.
- Assist the teacher on duty with any first aid incidents, taking the child to a first aider within the school and ensuring the child is being looked after.
- Assist the first aid qualified person with contacting the emergency services and recording the accident/incident in the first aid incident/accident report book.
- To be responsible pre-lunch time in setting up the dining hall ready for lunchtime e.g. moving chairs and tables and laying out cutlery etc.
- To be responsible for the cleaning up of spillages during the lunch break period in the dining hall.
- To be responsible for the cleaning of floors, tables and chairs at the end of the lunch break, returning all items of furniture to the dining hall store.
- To ensure that cleaning equipment is in good working order; reporting any faults to the Catering Supervisor.
- To report to the Catering Supervisor any defects in the dining hall area which are likely to affect safety or security i.e. broken/cracked windows, damaged floors and doors etc.
- To use approved cleaning materials, in accordance with manufacturer's Material Safety Data Sheets (MSDS) and COSHH regulations, as instructed; ensuring all chemicals are in correctly labelled containers.
- To ensure safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass and other substances which may be unsafe to other staff and pupils.
- Any other task required by the Cleaning Supervisor as directed during the course of hours worked.



2. Additional duties

- To be aware of their responsibilities for health and safety for themselves and others
- To provide a commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Education	<ul style="list-style-type: none"> Ability to read and understand information e.g. instructions 	
Relevant Experience	<ul style="list-style-type: none"> Worked with children, young people in a similar environment 	<ul style="list-style-type: none"> Have used the cleaning equipment required to undertake the cleaning specified
Relevant Knowledge	<ul style="list-style-type: none"> Awareness of health and safety and first aid in schools Understanding of the role as a lunchtime supervisor 	
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> Ability to carry out general cleaning duties as detailed in the job description Punctual and reliable Able to stay calm in an emergency Ability to work both alone and within a team to achieve specified standards 	
Other	<ul style="list-style-type: none"> An awareness of responsibilities for health and safety of themselves and others. Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. A commitment to safeguarding children. 	

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APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

Email: recruitment@thecooperschool.co.uk

or by post to:

Human Resources
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS



	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter I Elkington	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.

	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			Written By: E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

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As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.