APPLICANT PACK

Lunch Time Supervisor

Harris Academy Wimbledon

Hours: 12.15 - 2.15pm (Term Time only)

Grade 1 + Pension Scheme
+ Harris Wellbeing Cash Plan + Additional Harris Benefits

FTE: £27,306

Actual Pro rata: £6,122.15

CLICK HERE TO APPLY ONLINE NOW

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or

info@harriswimbledon.org.uk

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Harris Academy Wimbledon

Dear Applicant,

Thank you for taking the time to learn more about Harris Academy Wimbledon.

We are an *'Outstanding'* (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon. With our new Sixth Form opening this year, we will soon have a full cohort of students aged 11-18.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Harris Academy Wimbledon promotes high levels of academic achievement across the curriculum, encourages participation in extra-curricular opportunities and empowers students to make decisions wisely. The curriculum is rich, diverse and personalised ensuring every student achieves his or her true potential. Academic success goes hand-in-hand with a rich variety of enrichment and extra-curricular activities; these activities help foster a spirit of aspiration, resilience and joy in learning.

Professional learning is at the heart of academy supporting all staff in their development. The academy has a growth mindset approach where industry and commitment are seen as cultural virtues. Development of resilience, self-esteem, managing risks/consequences and the ability to work effectively together all form a key part of the pastoral provision.

We are looking for a hardworking, part time Lunch Time Meals Supervisor , 12.15-2.15pm to join Harris Academy Wimbledon at this exciting time.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.

Yours sincerely,

Joanne Larizadeh

Joanne Larizadeh

Principal

Job Description

Purpose:	**Job Purpose** Responsible, under the direction of the Principal or other nominated officer, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures. **Responsibilities and Duties** • Undertake direct supervision of students in the dining hall. • Supervise conduct of students, ensuring safe and orderly conduct. • Promote and ensure school rules are met and that health and safety procedures are maintained. • Supervise students entering and leaving the dining hall. • Ensure students have good table manners. • Ensure students are returning trays and disposing of waste as appropriate in the bins provided. • Clean up spillages or debris around the dining areas to ensure the maintenance of good order, discipline and safety. Wipe down tables inside and outside at the end of lunch time. Sweep the floor • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person. • Be aware of and support diversity and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the academy. • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the dining areas.

Academy Ethos

- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the academy's corporate policies.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the academy's Dress Code.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this Job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Attributes	Essential	Desirable
Experience	Experience of working with secondary age children. Experience of working with children who may have additional needs	
Skills and Abilities	Participate in training/development opportunities The ability to encourage and inspire young people Good organisational skills Effective team worker, understanding academy roles and responsibilities and own position within these The ability to use own initiative Be able to work in a flexible way	Aspirations to raise own academic achievement in the future

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to;

Equal Opportunities
Health and Safety
General Data Protection Regulations (2018)
Safeguarding children

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to

HOW TO APPLY

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020 8253 7777 or info@harriswimbledon.org.uk

Thank you for your interest in our school. We look forward to receiving your application.

If you think a career with us is right for you, discover more at:

www.harriscareers.org.uk