



Pakeman Primary School

Excellence for all and excellence from all



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# Midday Meals Supervisor

## Pakeman Primary School

### PAK/477



**Closing Date: Midnight Sunday 27<sup>th</sup> October 2019**



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October 2019

Dear Applicant,

Thank you for your enquiry about the Midday Meals Supervisor position at Pakeman Primary.

Pakeman is a flourishing and happy school with strong leadership and a purposeful outlook, striving for excellence. Our school motto is 'Excellence for All and Excellence from All'. We are proud of what we have achieved so far. In 2013, we were named as National Primary School of the Year in the Pupil Premium Awards for excellent outcomes for our disadvantaged pupils. We have a good track record of school improvement and in our Ofsted inspection in 2016, the school was graded as "good".

At Pakeman, we have high aspirations and ambitions for our children and we believe that no child should be left behind. We strongly believe that it's not about where you come from but what you can achieve that makes the difference between success and failure. We know that pupils learn more effectively if they feel valued, happy and secure and we have established a caring, positive environment in which individuals can flourish.

This position would suit a person that thrives on the fast pace of school life but can work with children in a calm, confident and positive manner. The children midday break is an important time in the day for them; it is their social time, where they dine and interact with their friends. So you will need to be able to encourage children to make the right choices and you will enjoy engaging in playground games.

If you feel you can make a significant contribution to our school, we would like to hear from you. We warmly welcome visits to the school. Please contact the School Business Manager, Gill Dukelow, to book a visit.

The closing date for applications is: **Midnight Sunday 27th October 2019**

The school is committed to safeguarding children and all posts are subject to DBS checks.

Yours sincerely,

**Lynne Gavin**

**Headteacher**



## **Midday Meals Supervisor**

**Salary Grade Range: Scale 2 Spine Point 3 - 4**

**Actual Salary Range: £4,068.87 - £4,142.10 per annum**

**Hours of work: Part Time, 7.5 hours per week**

**Contractual status: Permanent, Term time only**

**Are you a highly motivated and inspirational person?**

**We are currently seeking a flexible, approachable and caring individual for the position of Midday Meals Supervisor.**

- Are you patient and understanding when dealing with children?
- Are you calm and firm when dealing with problems?
- Do you possess the ability to assess situations as they arise in the playground and take appropriate action?
- Are you able to select appropriate activities for children and supervise them?

**This person must:**

- be a good role model, constantly reflecting the ethos and vision of the school
- show a commitment to safeguarding and promoting the welfare of children and young people
- have a good attendance record
- be committed to helping attain high standards of pupil behaviour and quality lunch provision
- have the ability to be fair and apply equal opportunities at all times.
- Be a key member of the Pakeman School team

**We can offer you:**

- A friendly, supportive and diverse school community
- Talented and enthusiastic colleagues
- A supportive and forward thinking leadership team
- Enthusiastic and friendly children who enjoy learning
- Excellent opportunities for professional development

Visits to our school are highly encouraged and warmly welcomed by contacting Gill Dukelow on 020 7607 2575

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you need assistance please email us at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting PAK/477.

**Closing Date: Midnight, Sunday 27<sup>th</sup> October 2019**

**Interview date: Monday 4<sup>th</sup> November 2019**

***Islington and Pakeman Primary School are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.***



## JOB DESCRIPTION

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**SCHOOL:** Pakeman

**POSITION:** Midday Meals Supervisor

**GRADE:** Scale 2. Spine point 4

**RESPONSIBLE TO:** Head Teacher or designated nominee

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### PURPOSE OF THE POST

As part of a team of Midday Supervisors reporting to the Senior Midday Supervisor for the school concerned, to be responsible for the supervision and control of pupils in a given area of the school during the midday break. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings during the midday break.

### MAIN RESPONSIBILITIES

1. To supervise and control pupils during the midday break, in dining areas, about the school premises and in play areas.
2. To assist and direct pupils in the dining areas and elsewhere, dealing with incidents of unruly behaviour and referring matters to the Senior Midday Supervisor when necessary.
3. To assist as directed with the maintenance of orderly arrangements both for taking of the school meal and the use of the buildings and other areas by pupils.
4. To assist as directed with arrangements for the administration of the taking of the school meal (including, if appropriate the handling of dinner tickets and dinner money); and to support the Council's policies regarding school meals provision (i.e. healthy eating, ethnic meals etc.)
5. At all times to carry out responsibilities/duties with due regard to the Schools/Council's equal opportunities employment policy.
6. Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.

## **DUTIES**

- ◆ Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- ◆ At all times carrying out responsibilities/duties within the framework of the Council's Dignity for All Policy.
- ◆ Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- ◆ Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- ◆ Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.

## **PERSONAL RESPONSIBILITIES**

- ◆ To promote the safeguarding of all children.

Reporting to: Head Teacher or designated nominee

Signed ----- Date -----



## PERSON SPECIFICATION

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**SCHOOL:** Pakeman

**POSITION:** Midday Meals Supervisor

**GRADE:** Scale 2 ..Spine point 4

**HOURS:** 7 ½ hours per week (Mon to Fri) – Term time only

### CRITERIA

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REQUIREMENTS		ESSENTIAL CRITERIA
EDUCATION AND EXPERIENCE	E.1.	Have a minimum of 6 months experience of supervising children in a paid or unpaid capacity.
	E.2.	Have the ability to understand and apply instructions from the senior midday supervisor in respect of the supervision and control of pupils during midday break.
SKILLS, KNOWLEDGE AND ABILITIES	E.3.	Have the ability to relate to pupils, to deal with them patiently and firmly.
	E.4.	Have an understanding of the importance of the school meal, and the midday break, being a social and educational occasion.
	E.5.	Have the ability to relate both to support staff and teaching staff at the school and to work co-operatively with other people as part of a team.
	E.6	Have the ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.
	E.7	Have an understanding of and the ability to deliver services within an Equal Opportunities Framework.



## Application deadline

Completed online application forms must be received by **Midnight, Sunday 27th October 2019**

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you need assistance please email us at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting PAK/477.

## Completing your online application

Candidates are asked to complete all the standard information required on the online application form, and to submit a supporting statement, addressing all of the criteria identified at application stage. Failure to provide information requested may lead to your application being rejected.

## Visits

Visits to the school are welcome and encouraged. Please contact the school office on 020 7607 2575.

## Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

## References

Candidates are advised that references may be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

## Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



## Guidance for candidates applying for a job with schools

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**

### General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

### Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

### Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

#### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

#### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

#### **Declaration**

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

#### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

# Policy on the recruitment and employment of ex-offenders



## Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk](http://www.direct.gov.uk)). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

## Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

## During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

## If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

## Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

## Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.