

## JOB INFORMATION – LUNCH TIME SUPERVISOR

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| <b>Main purpose of role</b>            | <p>To provide caring and effective supervision of pupils aged from 4 to 11 at Crescent School, Bilton during the lunchtime period. The role involves working both indoors and outdoors as required for five lunch times a week, for approximately 10 hours a week, spread over five days, working between 11.50am and 1.50pm each day.</p> <p>We are looking to make two appointments, one of whom may start later in June with the other successful candidate starting in September.</p>  |
| <b>Reporting to</b>                    | <p>Deputy Head, Ms Forth</p>   |
| <b>School Aims</b>                     | <p><b>Mission Statement</b></p> <p>The mission of Crescent School is to provide an outstanding all-round education for its pupils. To achieve this goal, we strive to create an environment that is caring, nurturing, and supportive of the needs and interests of every child and with an awareness of our place in the wider community. We are a school with Christian values and traditions and also welcome children of different faiths and those of no faith.</p> <p><b>School Ethos</b></p> <p>As a school community, Crescent School shares certain core values and beliefs. We seek to foster and develop the qualities of kindness, tolerance and mutual respect in a safe and caring environment, where staff and families work together to deliver an inspiring, challenging and varied curriculum.</p> <p>Our shared values are expressed in the Crescent School Promise:</p> <p><b>Good Friends</b></p> <p>We are kind to each other<br/> We forgive each other and work things out together<br/> We are gentle and caring<br/> We use our manners all the time</p> <p><b>Good Learners</b></p> <p>We work hard and try our best<br/> We never give up and always try again<br/> We are calm and sensible<br/> We listen and don't interrupt</p> <p><b>Good Citizens</b></p> <p>We try to keep safe and be responsible<br/> We respect everyone and we are tolerant<br/> We are honest and tell the truth<br/> We keep our school tidy and take pride in our clothes and our uniform</p> <p>These simple guidelines and convictions, shared by staff and pupils, are at the heart of everything that we do.</p> |
| <b>Key duties and responsibilities</b> | <ul style="list-style-type: none"> <li>● Assist lunchtime staff in setting up and preparing the hall for the midday meal.</li> <li>● Provide general care and welfare for the children during lunchtimes and outdoor play, including: <ul style="list-style-type: none"> <li>○ Physical care and attention for personal needs.</li> </ul> </li> </ul>  |

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|                                | <ul style="list-style-type: none"> <li>○ Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent/guardian collects the sick child. Employees must not administer first aid, unless qualified to do so.</li> <li>○ Providing comfort and support to children in distress.</li> <li>● Assist in creating a safe and stimulating environment, conducive to both work and play, in which children can develop their skills through a planned programme of activities with a balance for all ages.</li> <li>● To utilise skills and knowledge, to encourage children to participate in, and gain confidence and experience through various activities.</li> <li>● To communicate effectively with pupils, and to inform staff if the need arises.</li> <li>● To work flexibly alongside other staff, parents or students.</li> <li>● Keep toys and equipment in a clean condition and in good repair.</li> <li>● To ensure standards of cleanliness and hygiene are maintained.</li> <li>● Prepare and clear away equipment and materials at the beginning and end of each session ensuring the area is left in a clean and tidy condition.</li> <li>● To use the school reward systems specifically for lunchtimes</li> <li>● To discipline the pupils appropriately in line with the school's behaviour policy.</li> <li>● Ensure health and safety procedures are followed at all times.</li> </ul> |
| <b>Safeguarding Children</b>   | <p>The post holder will adhere to and ensure compliance with the school's child protection policy statement at all times. They will be responsible for promoting and safeguarding the welfare of children and young persons with whom they work or come into contact.</p> <p>If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the DSL or the Headmaster.</p>   |
| <b>Mandatory training</b>      | <ul style="list-style-type: none"> <li>● Safeguarding training</li> <li>● Health &amp; Safety induction</li> </ul>   |
| <b>Hours and place of work</b> | Approximately 10 hours a week, spread over five days, working between 11.50am and 1.50pm each day.   |
| <b>Salary</b>                  | <p>From £8.09 - £9.16 per hour (B10 – C2 on the Princethorpe Foundation salary scale) by negotiation, depending on qualifications and relevant experience.</p> <p>Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Crescent School, Princethorpe College and Crackley Hall School, pro rata. The Princethorpe Foundation salary scale is associated with, but some way above national scales.</p>   |
| <b>General</b>                 | The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.  |
| <b>Safeguarding</b>            | <p>The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.</p> <p>During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to</p>  |

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|   | <p>sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.</p> <p>The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.</p> <p>Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.</p> <p>The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website <a href="http://www.princethorpe.co.uk">www.princethorpe.co.uk</a></p>  |
| <p><b>Recruitment</b></p>                       | <p>The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.</p> <p>The Foundation is an equal-opportunities employer.</p>  |
| <p><b>About the Princethorpe Foundation</b></p> | <p>The Princethorpe Foundation is an incredibly exciting place to work. We pride ourselves on being a warm, kind and caring organisation, as well as being disciplined and aspirational.</p> <p>We cater for a wide range of children from a variety of backgrounds and have an outstanding record of academic success by getting the very best from our pupils.</p> <p>Our schools have amazing histories, beautiful buildings and grounds and are made up of people who are incredibly friendly, bright and energetic.</p> <p>We aim to treat every pupil as an individual, supporting them to grow into mature, resilient, well-rounded and “world-ready” young people with a strong set of moral values to guide them through adult life.</p> <p>We have two rules for pupils and staff: “Be kind and always give your very best”</p> <p><b><i>Ed Hester</i></b></p> <p><b>The schools of the Foundation</b></p> <p>The Princethorpe Foundation welcomes children of all faiths and backgrounds and provides co-educational, independent day schooling with a strong Christian ethos. We support and nurture some 1,300 children from age two to eighteen years, through Little Crackers Nursery, Crackley Hall School, Crescent School and Princethorpe College.</p> <p><b><i>Crescent School</i></b></p> <p>The Crescent School (IAPS and ISA) is an independent preparatory co-educational day school for around 160 pupils aged 4 to 11 years.</p> <p>Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew its premises and, in 1988, purchased a purpose built school in Bilton, a leafy, residential suburb approximately two miles south of Rugby town centre.</p> <p>In September 2016, the Crescent School merged with the Princethorpe Foundation.</p> <p><b><i>Princethorpe College</i></b></p> <p>Founded by the Missionaries of the Sacred Heart in 1966, Princethorpe College is a Catholic, co-educational, HMC independent day school for around 920 pupils aged eleven to eighteen, with around 200 students in the Sixth Form.</p> |

The College is renowned for its 'spirit of family' and the way in which it looks after its pupils and its staff. About one quarter of the children at Princethorpe are Catholic and Christ's teaching in the Gospels on love, service, forgiveness and generosity of spirit is central to the school's character and approach to learning. The atmosphere is warm, open and friendly. We combine academic rigour and hard work with a caring and holistic approach to education.

**Crackley Hall School**

Crackley Hall (IAPS and ISA) and Little Crackers is a high achieving, thriving and happy Catholic school and nursery of around 300 pupils aged 2 to 11 years, situated in Kenilworth.

Originally founded in 1862 by the Sisters of Mercy and known as St Joseph's Convent School, Crackley Hall is located in an attractive former country residence, built for John Siddeley, Lord Kenilworth, on the edge of the town.

St Joseph's merged with Princethorpe College in 2001 to become The Warwickshire Independent Schools Foundation, now The Princethorpe Foundation. The older girls moved to Princethorpe and the junior school and nursery became co-educational.

**Personal Specification**

**Personal Attributes**

- Have a pleasant and sympathetic personality with a lively sense of humour
- Have the ability to work as part of a team
- Be able to empathise with children and their parents
- To be creative and able to use initiative appropriately
- To be a responsible, honest and trustworthy person

**Disposition**

- Warm, friendly and cheerful
- Enthusiastic and energetic approach
- Calm, supportive and positive

**Qualifications**

- No specific qualifications are required, but a level 2 CACHE NVQ or equivalent qualification would be an advantage.
- Qualification in first aid would also be an advantage

- The Princethorpe Foundation reserves the right to amend this job description from time to time according to business needs

## HOW TO APPLY

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| <b>Application form</b>                         | <p>Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.</p> <p>Please address your application to Mr Joe Thackway, Headmaster.</p> <p>Completed applications should be sent by email to <a href="mailto:crobinson@crescentschool.co.uk">crobinson@crescentschool.co.uk</a> or by post to: Mrs Clare Robinson, Crescent School, Bilton, Rugby, Warwickshire CV22 7QH.</p>   |
| <b>Closing date</b>                             | <p>The closing date for applications is <b>Thursday 24 June 2021</b>, at 4.00pm</p> <p>Early applications are welcome as applications will be reviewed as they are received, and the closing date may be brought forward.</p>  |
| <b>Invitation to Interview</b>                  | <p>If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.</p>   |
| <b>Proof of ID and Right to Work in the UK</b>  | <p>All candidates invited to interview must bring with them:</p> <ul style="list-style-type: none"><li>• Current UK passport showing you are a British Citizen <b>OR</b></li><li>• Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland <b>OR</b></li><li>• Full birth or adoption certificate issued in the UK, dated within 12 months of birth.</li></ul> <p><b>And where possible</b></p> <ul style="list-style-type: none"><li>• An official document giving your permanent National Insurance Number.</li><li>• If applicable, your Marriage Certificate or official documentation showing a change of name. <b>See Qualifications below</b></li><li>• If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.</li></ul> <p><i>At least one document must be photographic proof of ID.</i></p> |
| <b>Educational/ professional qualifications</b> | <p>Qualification Certificates as listed on your application form.</p> <p><b>If the certificate is in your maiden name then a marriage certificate must be produced.</b></p> <p>If the successful candidate cannot produce original documents or certified copies, written confirmation of their relevant qualifications must be obtained from the awarding body.</p>   |
| <b>Proof of current address</b>                 | <p>Utility bill or financial statement showing your current name and address, dated within last three months.</p>  |

**Senior School** (11-18 years) at Princethorpe College

**Junior School** (4-11 years) at Crescent School

**Junior School and Little Crackers Nursery** (2-11 years) at Crackley Hall



The  
Princethorpe  
Foundation

[www.princethorpe.co.uk](http://www.princethorpe.co.uk)