



# Thornhill Primary School

## Midday Meals Supervisor Recruitment Pack



*'Help Yourself and Others to Learn'*



Thornhill Road • Islington • London • N1 1HX



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## Letter from the Head Teacher

September 2024

Dear Applicant,

Thank you for your interest in becoming a **Midday Meals Supervisor (MMS)** here at Thornhill. I would like to take this opportunity to tell you a little more about our school.

The ethos at Thornhill is encapsulated in our motto: 'Help Yourself and Others to Learn'. We support our children to develop a lifelong love of learning by offering a rich curriculum, including experts in residence such as poets, puppeteers, dancers and sports coaches. Over the last decade, Thornhill has established an impressive record of attainment and achievement, with our greater-than-average number of pupil premium children often exceeding the results of non-pupil premium children nationally. Situated in the heart of Barnsbury in Islington, north London, our children, parents and staff come together from a huge range of cultural and economic backgrounds to create a vibrant, inclusive community.

We are looking for an enthusiastic and committed **Midday Meals Supervisor (MMS)** to work as a team during lunch times. You will be required to supervise and ensure the safety of students during lunchtimes as well as leading and encouraging playtime activities.

At Thornhill we value professional development and ensure all staff are well supported and developed.

I hope this provides a picture of Thornhill Primary School and the exciting opportunities associated with the position. To learn more about Thornhill and the role, we would be delighted for you to visit our school and meet our pupils and staff. Please email [hr@thornhill.islington.sch.uk](mailto:hr@thornhill.islington.sch.uk) to arrange a visit.

I look forward to receiving your application.

Yours faithfully,

Jenny Lewis

Head Teacher





## Midday Meals Supervisor

### Thornhill Primary School

**Contract:** Term Time Only - Fixed

**Term until** 31<sup>st</sup> August 2026

**Grade:** Scale 2 (sp3 – 4)

**Salary:** £6,863 - £7,089

**Hours:** 10 hours per week

**Required for:** October 2024

## Advert

Thornhill School is a unique community school with a clear vision and passion for learning. We are committed to high quality teaching for all our children and believe that creativity is at the heart of education. Join us in exploring what learning can be like and help us develop the most exciting environment possible.

We are looking to appoint passionate and enthusiastic **Midday Meals Supervisor (MMS)** for **October 2024** to join our support staff team.

This is a great opportunity for any support staff who:

- Is committed to achieving excellence in teaching and learning
- Is highly motivated and enjoys working with children
- Has a strong commitment to professional development
- Wants to make a difference for all groups of children

In return, Thornhill can offer you:

- Children who are eager to learn and engaged with supportive parents
- A rewarding opportunity to be part of a supportive, motivated and committed team
- Significant professional development opportunities for support staff at all stages of their career
- A vibrant and creative place to work

Visits to the school are positively encouraged and can be arranged by emailing [hr@thornhill.islington.sch.uk](mailto:hr@thornhill.islington.sch.uk)

**Closing date for applications: Midnight, Sunday 22<sup>nd</sup> September 2024**

**Shortlisting: Tuesday 24<sup>th</sup> September 2024**

**Interviews: Tuesday 1<sup>st</sup> October 2024 (all day- please provisionally request time-off)**

**To apply:** Follow the jobs link <https://jobs.islington.gov.uk/vacancies/863/standard-template--school.html>

If you need any assistance, please email [hr@thornhill.islington.sch.uk](mailto:hr@thornhill.islington.sch.uk) quoting reference: **THOR/863**

*Thornhill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations. An online search will be conducted on shortlisted candidates.*

## Midday Meals Supervisor

**Contract:** Term Time Only

**Grade:** Scale 2 (sp3 – 4)

**Salary:** £6,863 - £7,089

**Hours:** 10 hours per week

**Responsible to:** School Business Manager



## Job Description

### PURPOSE OF THE POST

As part of a team of Midday Supervisors reporting to the Lunchtime Team Leader. To be responsible for the supervision and maintain positive behaviour of pupils in Thornhill during the midday break. Duties include responsibility for the orderly conduct of pupils taking the school meal and that of pupils in and around the school buildings and playground during the midday break.

### MAIN RESPONSIBILITIES

#### Dining Hall

- Ensuring that pupils have visited the toilet and washed their hands.
- Organising the dinner queue.
- Promoting and ensuring good behaviour and a calm atmosphere.
- Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
- Addressing issues calmly and politely and in doing so being a role model to the children.
- Report, as appropriate, incidents to the HLTA / Class Teacher / Inclusion Leader
- To encourage all pupils to eat but especially assist those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

#### Playground

- Where appropriate, to organise pupils from classroom, or the playground, and secure movement around the school as needed.
- To supervise and control the movement pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's expectations.
- To supervise, care for, integrate and play with children.
- Collaborate and show a flexible and enthusiastic approach to the role to improve lunchtime experience.
- Consider individuals and groups of children of all levels of ability when organising play activities.
- Establish an exciting, purposeful and safe lunchtime environment, to enable children to feel secure and happy.

- Ensure safe monitoring of whole playground.
- To promote and safeguard the welfare of pupils at the school.
- To check on any strangers who may enter the school grounds and report any concerns to SLT.

### **Professional knowledge and understanding**

- To carry out the duties and responsibilities of the post, in accordance with Thornhill's Health and Safety Policy and relevant Health and Safety Legislation.
- To promote the safeguarding of children
- To undertake training as appropriate.
- To undertake other minor and/or non-recurring duties appropriate to the post that may reasonably be required from time to time.

# Midday Meals Supervisor

**Contract:** Term Time Only

**Grade:** Scale 2 (sp3 – 4)

**Salary:** £6,863 - £7,089

**Hours:** 10 hours per week

**Responsible to:** School Business Manager



## Person Specification

### CRITERIA

You must demonstrate on your application form that you meet the following essential criteria.

REQUIREMENTS	ESSENTIAL CRITERIA
<b>EDUCATION AND EXPERIENCE</b>	E.1. Have a minimum of 6 months experience of supervising children in a paid or unpaid capacity.
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>	E.3. 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. E.4. Have the ability to relate to pupils, to deal with them patiently and firmly. E.5. Have an understanding of the importance of the school meal, and the midday break, being a social and educational occasion. E.6. 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.7. Have the ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency. E.8. Have an understanding of and the ability to deliver services within an Equal Opportunities Framework. E.9. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
<b>PERSONAL QUALITIES</b>	E.14 Patience Positive attitude towards the school and working with others Clarity of thought and action Determination to achieve Professionalism in all actions Hard working and reliable Good sense of humour



## How to Apply

### Application Deadline

Completed application forms must be received by **Midnight, Sunday 22nd September 2024.**

To apply, follow the jobs link <https://jobs.islington.gov.uk/vacancies/863/standard-template--school.html>

If you need any assistance, please email [hr@thornhill.islington.sch.uk](mailto:hr@thornhill.islington.sch.uk) quoting reference: **THOR/863**

***Please note that CVs and hard copy applications will not be accepted.***

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

### Visits

Informal visits to the school are welcome and encouraged and can be arranged with the School Office. Please email [thornhill@thornhill.islington.sch.uk](mailto:thornhill@thornhill.islington.sch.uk) or call 020 7607 4162.

### Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

The selection process will take place on the **Tuesday 24<sup>th</sup> September 2024**. Shortlisted candidates will be invited to interview on **Tuesday 1<sup>st</sup> October 2024** *(all day- please provisionally request time-off)*.

### References

Candidates are advised that references will 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.





## School Location

**School Address:**

Thornhill Primary School  
Thornhill Road  
Barnsbury  
London  
N1 1HX

**Nearby stations:**

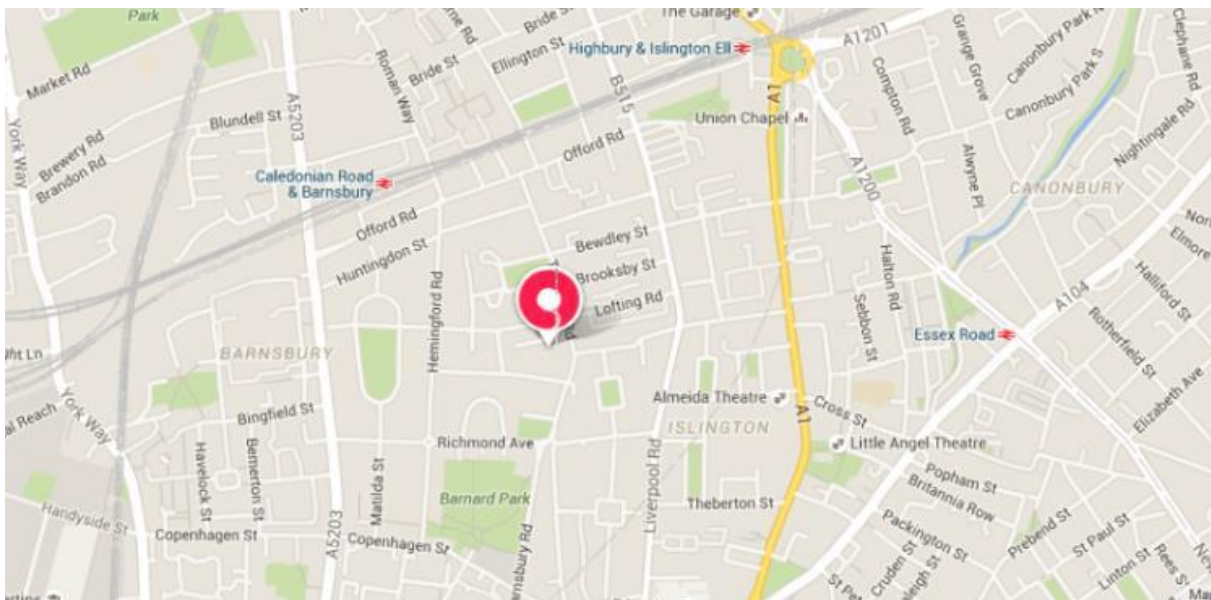
Angel (Northern Line)  
Caledonian Road & Barnsbury (Overground)  
Caledonian Road (Piccadilly Line)  
Highbury & Islington (Victoria Line, Overground)  
Kings Cross St. Pancras (Circle, Metropolitan,  
Hammersmith & City, Northern, Piccadilly and Victoria  
Lines)

**Website:**

[www.thornhill.islington.sch.uk](http://www.thornhill.islington.sch.uk)

**Islington**

Further information about Islington borough is available at [www.islington.gov.uk](http://www.islington.gov.uk)





## Thornhill Primary School

Thornhill Road, Islington, London, N1 8BD

Tel: 020 7607 4162

Email: [thornhill@thornhill.islington.sch.uk](mailto:thornhill@thornhill.islington.sch.uk)

Website: [www.thornhill.islington.sch.uk](http://www.thornhill.islington.sch.uk)

