

Advert Reference:	<a href="#">8602026</a>
Summary/Advert Text	<p>Mealtime Supervisor with setting up  Picknalls First School  Oldfields Road  Uttoxeter  ST14 7QL  Phone : 01889228700  Headteacher : Mrs Anne Tapp  e-mail : office@picknalls.staffs.sch.uk  website : www.picknalls.staffs.sch.uk</p> <p>We wish to appoint a Mealtime Supervisor with setting up for 5 hours per week (term time only) 1 hour per day starting Tuesday 18<sup>th</sup> April 2023.</p> <p><b>Job description</b></p> <p><b>Supervision of Pupils</b></p> <ul style="list-style-type: none"> <li>· Where the children dine away from the school, escorting them to and from the school dining room.</li> <li>· Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided.</li> <li>· Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.</li> <li>· Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>· Responsibility for ensuring that the dining room/classroom equipment is hygienically maintained.</li> <li>· Setting up and clearing away dining room equipment such as chairs and tables.</li> <li>· Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures</li> </ul> <p>For enquiries and application packs please contact the school.</p> <p>Closing Date : Friday 24<sup>th</sup> March 2023 – 12 noon  Shortlist date: Friday 24<sup>th</sup> March 2023 - pm  Interview Date : Wednesday 29<sup>th</sup> March 2023 at 9.30am</p> <p>All completed application forms to be returned to the School Office.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spend reprimands, formal warnings, formal warnings, cautions and convictions in your application form.</p>
Salary:	£20,441 annual salary (actual salary pro rata term time only £2,315.03)
Scale:	Mealtime Supervisor with setting up - Grade 2
Closing Date:	Friday 24 <sup>th</sup> March 2023 12 noon
Location:	Picknalls First School, Uttoxeter
Vacancy Type:	Permanent
Number of Hours:	5 hours per week (1 hour per day)
Job Category:	Support Staff
Number of Positions:	1
Department:	Schools