



## WOKINGHAM BOROUGH COUNCIL

ALDRYNGTON PRIMARY SCHOOL  
SILVERDALE ROAD  
EARLEY  
READING  
RG6 7HR

Tel: 01189 265843  
Email: [finance@aldryngton.wokingham.sch.uk](mailto:finance@aldryngton.wokingham.sch.uk)

### Lunchtime Controller - Bank Staff required

We are looking for flexible lunchtime bank staff to be available to work when there are staff shortages, on an adhoc basis. This could be with various degrees of notice to cover short and long term absences. The hours of work would be between the hours of 11.50 and 13.20, possibly Monday through to Friday, term time only.

Grade 3 Spinal point 5 - £10.01 per hour

We are looking for a member of staff to join our experienced team who:

- Enjoys working as part of a busy team overseeing lunchtimes
- Communicates well with children
- Can demonstrate initiative and flexibility

*Experience of working in a school environment would be an advantage but not essential as training and support will be provided.*

*If you are interested in finding out more, please contact Mrs Julia Franks, School Business Manager, for further details and an application form.*

Candidates are advised that applications will be reviewed on receipt and interviews arranged accordingly. Therefore, early applications are recommended.

Closing date for applications: 07<sup>th</sup> February 2022 - 9.00am

***Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with Aldryngton's policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role. The school will request references before interview.***

## Aldryngton Primary School



Job description: Lunchtime Controller Bank Staff  
Responsible to: Midday Supervisor

Hours of work: 11.50am - 1.20pm each day

Purpose of role:

To work as part of a team to provide all pupils with a safe, well-ordered and enjoyable lunchtime.

### **Key areas of responsibility**

Safety:

- Pupils are to remain in supervised areas.
- Remind children of the need for safety if they engage in unsafe activities / play.
- If a child sustains a minor injury send / take them to the medical room. In the case of a more serious injury send for assistance, so that a qualified first aider is made aware of the situation. You will be asked to provide details of the circumstances leading up to the accident/event for the school's records.
- All visitors to site should have a visitor's badge. Anyone found on site without a badge should be asked their business and guided to the office. If it is not felt safe to do so notify the mid-day supervisor immediately ensuring the pupils' safety through liaison with your colleagues.
- In the case of fire, children are to be escorted from the building and assembled on the playground.
- Assist and supervise the lining up of pupils until their class teacher collects them / they are taken to their classes (Lower School pupils)
- To be aware of the lunchtime rules for the outdoor play equipment and enforce them consistently.

Discipline:

- Apply the school rules and sanctions consistently and fairly.
- Take time to listen to the pupils' issues making use of conflict resolution methods and the school's peer mediation facility when appropriate.
- Expect children to treat you with respect and for this respect to be reciprocated .
- More serious discipline issues are to be referred to the Midday Supervisor who may choose to involve the Headteacher or the Deputy Headteacher.
- Record behaviour issues in the school file ensuring that pupils have been informed about the reason for the sanction
- At all times remain calm, assist pupils in a considered manner and seek assistance if unsure about what to do next or you are concerned about your safety.

### ***In the dining hall / outside***

- To help set up the lunch hall with the tables, chairs and place settings.
- In the hall and outside, encourage pupils to develop their independence, use good table manners by making correct use of cutlery, remain seated whilst eating and to moderate their voices.
- To help distribute the lunch trays to their allocated areas in the lunch hall.
- To assist the kitchen in serving the Lower school and Foundation pupils with desserts.

- Encourage pupils to eat as much of their lunch as possible without putting undue pressure on them to eat that which they do not want. If any pupil repeatedly fails to eat their lunch notify the Midday Supervisor.
- Check pupils leave their table areas or area outside clear of litter and food waste. Children are to assist in stacking chairs at the end of lunchtime.
- To assist the Foundation and KS1 children to scrape the leftover food into the allocated bins and place their cutlery into their respective containers.
- To return trays and cups to the kitchen staff when necessary.
- To keep the tables / floor areas clean and hazard free
- At the end of the lunchtime session when the tables and chairs are stacked away, to ensure both matted areas are cleaned.
- To empty the smaller bin at the end of the lunchtime.

#### During lunchtime:

- Supervise the areas as directed by the Midday Supervisor.
- To be vigilant that all areas of the playground/field are supervised especially the climbing equipment and tyre park. If there isn't cover in those areas check that there's cover where you are and move to that area.
- To wear a green tabard and name badge at all times, which is provided by the school.
- Refer to wet play guidance posters when supervising indoor play
- Support AAs and peer mediators in carrying out their roles.
- Oversee good use of play equipment and games.
- Encourage play and positive relationships between pupils.
- Be alert to bullying / child protection issues reporting any concerns to the Midday Supervisor.
- If a child feels unwell please send them to the first aid room.
- At the start of service to help allocate the band system set for Lower school and Foundation pupils.
- During the lunchtime session, when directed by the Midday Supervisor, to use the green and red card system to bring in the Middle and Upper school pupils for their lunches.

#### General:

- In the case of absence please notify the school office as soon as possible so that a replacement member of staff can be arranged. Time off is limited to the exceptions listed in the school's special leave policy.
- Mobile phones are not to be used whilst on duty.
- Regular meetings of the lunchtime team will take place. Attendance is expected and will be regarded as overtime and paid accordingly.
- Additional training opportunities will be sought by the school for the lunchtime team.
- On appointment, you will be required to obtain enhanced DBS clearance. The school's Business Manager will provide you with the necessary information to complete this requirement.
- To complete any additional duties that fall within the remit of the post with the prior agreement of the postholder.

Sept 2021



## Aldryngton Primary School

### Person specification for the post of lunchtime controller bank staff

*It is hoped the successful candidate will have a close match to the following criteria. Guidance / training will be provided in addition to any prior experience.*

#### Knowledge and qualifications

- Good quality conversational English

#### Skills / abilities

- Knowledge of positive behaviour management
- Able to apply routines and structure
- Ability to work within a team working environment and also able to work independently
- Excellent communication and interpersonal skills
- Confidentiality at all times
- A commitment to the safeguarding of pupils as part of a whole school approach

#### Experience

- Ideally some experience of working in a school setting but not essential as you will be working as part of an experienced team

#### Personal qualities

- Calm under pressure
- Positive and caring
- Resilient
- A good listener and sensitive to pupils' needs
- A sense of responsibility
- Flexibility and use of initiative
- Conscientious
- Able to multi-task
- Committed to the role

*Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with Aldryngton's policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role. The school will request references before interview.*