



**RECRUITMENT PACK**  
Lunchtime Controller



Nine Mile Ride Primary School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)



## JOB ADVERTISEMENT Lunchtime Controller

A fantastic opportunity has arisen to join our welcoming school, in a part-time role as soon as possible.

### We are searching for someone who:

- puts children at the heart of everything they do;
- is kind and caring towards others;
- committed to making a difference;
- shows patience and has the ability to remain calm in all situations;
- shares and supports the ethos of the school;
- works well as part of a team.

The position is for five days, from 11:50 – 13:10 each day to start as soon as possible.

To apply for this position please complete the application form and email it directly to Nine Mile Ride School via [finance@ninemileride.wokingham.sch.uk](mailto:finance@ninemileride.wokingham.sch.uk)

Please note applications will be reviewed on receipt and maybe interviewed earlier than the specified date.

Closing date: TBC | Interviews: TBC

- Visits to the school are warmly welcomed -

Training is available for the role, and we are a very welcoming and supportive local advisory body and so would love to hear from anyone who would like to apply.

If you are interested in applying for this interesting and challenging post, please complete the attached application form and email it to [finance@ninemileride.wokingham.sch.uk](mailto:finance@ninemileride.wokingham.sch.uk)

Applications will be considered on receipt and an appointment may be made before the closing date. Interviews will be arranged accordingly. Therefore, it is recommended that if you wish to apply for this position, you do so as soon as possible.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. An enhanced check by the Disclosure and Barring Service will be sought for the successful candidate.



Nine Mile Ride  
Primary School

## JOB DESCRIPTION Lunchtime Controller

### Job Details:

Salary	£12.18 per hour
Hours	11:50 to 13:10 Monday to Friday
Contract type	Permanent
Reporting to	Deputy Headteacher

### Job Description

#### Main purpose

- Under the direction of the Lunchtime Supervisor the post holder will be responsible for the safety, welfare and good behaviour of children during the midday lunch break.

#### Duties and responsibilities

- To be responsible for the behaviour of pupils during the lunch time period both indoors and outdoors, in accordance with the general practices of the school;
- To give guidance on table manners;
- To ensure that Health and Safety practices and procedures affecting pupils and staff are followed including the reporting of accidents, action taken.
- Ensuring that behaviour incidents are recorded and reported in accordance with school expectations;
- To assist with washing down tables and resetting and removing lunchtime furniture;
- Vigilance in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school;
- Liaise with the Lunchtime Supervisor on ways and means of improving lunchtime supervision;
- To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident;
- Any other duties and responsibilities appropriate to the grade and role.



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### Job Description

#### Support for the school:

- To uphold the school codes of conduct;
- To contribute to the overall vision and values of our school;
- To support the implementation of the school's procedures and policies, including Child Protection, Health and Safety and data protection reporting all concerns to an appropriate person;
- To maintain the ethos of the school in terms of motivation and the reinforcement of positive behaviour;
- To encourage and develop good relationships with pupils, staff, parents and the whole school community;
- To be aware of school policies and respect confidentiality;
- To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately;
- To establish relationships and communicate with other agencies/professionals to support achievement and progress of the pupil;
- Any other tasks as directed by the lunchtime supervisor or SLT consistent with the duties for the post.

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## Essential Qualities

### Qualifications and Training

What does the postholder need to know in order to be able to carry out the role to the level required.

- Willing to undertake appropriate training
- Cleared and enhanced DBS check
- Experience of working within a school environment
- First Aid qualification desirable

### Skills and Abilities

- Ability to understand verbal instructions
- Ability to lead a team and demonstrate team player abilities
- Have a strong understanding of the national primary curriculum
- Participate in training and other learning activities and performance development as required
- Ability to communicate effectively with the team and other employees
- Reliable and punctual
- Willingness to support clubs at lunchtimes

### Personal Qualities

- A sense of responsibility and integrity
- Openness to learning and change
- Have an ability to build positive relationship with both children and adults
- Be committed to working in a team
- Display enthusiasm, patience and flexibility in the post
- Have high expectations for behaviour and learning
- To maintain confidentiality



Nine Mile Ride  
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## RECRUITMENT PROCESS Lunchtime Controller

### Safer recruitment:

Nine Mile Ride Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

### Wellbeing

We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all learn, discover, nurture achieve and shine.

### Diversity

We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

### Application form:

Please complete The Circle Trust application form. This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

### References:

We require two references from all candidates, one of which must be from your most recent employer and the other from a local authority. If you are short-listed, the school will contact your referees without further reference to you.

### Closing date:

The closing date for applications is **TBC**.

Please send your application to [finance@ninemileride.wokingham.sch.uk](mailto:finance@ninemileride.wokingham.sch.uk). All applicants will be acknowledged by email within 24 hours or receipt. If you do not receive such an acknowledgement, please contact Sarah Pyne by email or phone 0118 973 3118.

### Short-listing and interviews:

The selection panel will review all applicants against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews. Time/date to be confirmed.

### Checks:

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

### Offer of employment:

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed. Any offer is made subject to satisfactory references, satisfactory DBS clearance, and any other safeguarding checks required and a satisfactory health check.

### Unsuccessful candidates:

Unsuccessful candidates will be notified by telephone.

### Data protection Act 2018:

The information that you provide us will be stored on the school's secure database and/or in a secure physical location and will be used only to process your application for the post or Clerk to the Local Advisors at Nine Mile Ride Primary School.