

Manchester Muslim Preparatory School

Post:	Senior Midday Supervisor (11.00am – 2.00pm)
Status:	5 days, 11.00am – 2.00pm (38 weeks term- time)
Starting:	February 2019
Salary:	£5227.50 per annum
Closing date for applications:	Friday 25 th January 2019

Manchester Muslim Preparatory School is a good school with an outstanding provision for personal development, behaviour and welfare (Ofsted 2018).

This is a great opportunity for someone who has lunch service supervision experience or is looking to develop their skills further within a primary school setting.

You will be responsible for a variety of tasks ranging from administration, e.g. setting up daily staff rotas to assisting in the provision of meals for the pupils and leading the staff team to ensure that a high level of service standards are met at all times.

You will enjoy working with children and we would prefer the candidate to have experience of working and supervising pupils in a primary school setting.

You must have excellent communication and management skills. The candidate must also be aware of safeguarding procedures and understand the importance of adhering to health and safety procedures.

Other duties will include;

- Update and maintain pupil data of those in receipt of hot meals and liaise with catering company to ensure they receive an accurate number of meals to be catered for daily
- Keep stock levels replenished of all the catering itinerary
- Ensure all health and safety procedures are followed and any pupils with allergies are monitored strictly
- Develop and continually improve systems by embedding a customer service central to the faith Ethos of the school, where all team members consider the impact on parents and pupils
- Line-manage and support the lunchtime team to ensure the smooth running of the lunchtime and develop a culture of operational responsibility
- Effectively supervise pupils in the dining hall and other parts of the school
- Helping to clear away food and stack tables after pupils have left the dining hall and mopping the floor
- Supporting pupils who are sick or injured, ensuring they receive appropriate medical attention and reporting any serious accidents
- Helping pupils with a variety of tasks, such as cutting up their food and encouraging them to eat their meals
- Cleaning up spillages and sickness

- Ensuring pupils keep out of areas that are out of bounds and monitoring their behaviour by reporting any problems you are unable to resolve to the duty teacher or head teacher
- Being aware of responsibilities under safeguarding legislation and reporting concerns to a Senior Designated Safeguarding Lead
- Assisting with play activities
- Maintain and report staff attendance to HR Department for the monthly salaries and where appropriate use your initiative to improve processes

Safeguarding Recruitment Statement:

Manchester Muslim Preparatory School is required to comply with a well-established pre-employment vetting process for all prospective employees and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

MMPS checks require prospective employees meet the following requirements;

- Provide eligibility to work in the UK and identity documentation
- Complete a satisfactory 3 year employment history check
- Completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) check, and Disqualification by Association check.
- It could be an advantage if you have basic first aid skills and experience of working with children

Closing date: Friday 25th January 2019, late applications and CVs will not be accepted.

Please email your completed applications and/or enquiries to:
Headteacher's PA Yasmeen Khan: pa@muslimprepschool.co.uk
or phone the school office on: 0161 445 54 52